

SECTIONS OF A RESUME

3. SKILLS STRENGTHS



Tools + Software

Include tools and software you feel confident using like the MS Office Suite.



Skill vs Strength

Remember your strengths aren't simply things you're good at. Strengths are also things you will never get tired of learning.



Long lists

Avoid listing only soft skills like time management without any evidence to support it.



All claims, no evidence

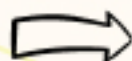
A good resume need not be long. Your experience advocates for your strengths better than you do.



Skills

(claim)

- Time management



Experience

(evidence)

- Scheduled and managed appointments for over 300 customers over phone, email & SMS.

Proudly supported by



CLINGY
CAT
CREATIVE

