

Sample: skills-based résumé

In this format, David's résumé is re-arranged by skill sets. It allows him to highlight the specific skills that the employer is looking for and it includes his work experience in reverse chronological order on the second page. It also includes the extracurricular activities in which David developed relevant skills and experience.

DAVID CHEUNG

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OBJECTIVE

To seek an entry-level position as a media relations assistant where there is an opportunity to learn event management from the ground up.

EDUCATION

2003–2007

Bachelor of Arts, University of Toronto

Majors

- English and political science

Related courses

- Politics and the Media, Public Opinion and Voting, International Conflict Management and Negotiation, Effective Writing

TECHNICAL SKILLS

- Expert knowledge of Microsoft Office, HTML.
- Competent in IBM and Macintosh environments.

RELEVANT EXPERIENCE

Writing and research

- Write articles and advertising copy as editor of *PoliSci & You* newsletter.
- Wrote news releases to inform media of fundraising events.
- Summarized results in final report, presented it to class of 30, and received the highest mark in class (A/90%).
- Researched and wrote essays such as *Canadian Cultural Identity and Free Trade*; *The Role of the Media in Canadian Law Reform*; *Environmentalism and High Technology Industries: Friend or Foe?*

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Presentation and public relations

- Presented research papers in seminars to groups of 15 to 30.
- Led groups of children and adults on tours of conservation area, promoted good wilderness behaviour and answered questions.
- Interacted with grocery store customers and responded over the phone to customer inquiries and complaints.
- Interacted with customers and potential customers to promote new Liberty Cable services as well as to answer inquiries and complaints.

Special events

- Organized and promoted Silent Auction fundraising event at St. Clements Youth Association (most recent event saw 60% increase in attendance above previous years).
- Organize and facilitate discussion at monthly reading group.

PROJECT WORK

2006

Market Analyst project, Politics and Media Course, University of Toronto

WORK EXPERIENCE

2002–present (part-time)

2006 (summer)

2004 (part-time)

Grocery attendant, Cheung's Grocery

Tour guide, Niagara Conservation Area

Telemarketer, Liberty Cablesystems

EXTRACURRICULAR ACTIVITIES

2004–present

2003–present

2004–2006

• **Newsletter editor**, Political Science Students' Association (edited and also organized monthly reading group).

• **Fundraiser**, St. Clements Youth Association (also played hockey).

• Referee, Toronto Community Hockey League.

INTERESTS

• Reading current events journals, wilderness hiking and rock climbing, collecting antique Canadian toys and games.

REFERENCES

Available upon request

