

## Skills Summary

**Make an immediate connection!!**

A Skills Summary is a possible first section of your resume. It is meant to be 3-4 bullet points that list skills and summary statements that are most relevant to your potential employer.

Choose the **top 3-4** skills the employer requires (priority #1 off your Position Analysis). Make a summary statement for each skill i.e. name the skill, says where you got it from and something about the results to attract interests and let them know you have what they need!

<b>Skills Sought by Employer</b>	<b>Connector words:</b> developed, demonstrated, gained, displayed etc.	<b>Where and how.</b> i.e. job title, company, school
Excellent teamwork and leadership skills	demonstrated	as the Chair or Events Committee: increased clubs' membership over the last year
Advanced proficiency in modeling	gained	through course projects and assignments: resulting in a 85% grade
Excellent customer service skills	displayed	through work in a broad range of retail and community organizations with regular, repeat customers
Working Knowledge of legal system	developed through	volunteer positions at the Ministry of Community Safety and Correctional services applying legal policies and procedures

### Additional alternative samples: Highlights of Qualifications

- Research/Writing: conducted literature searches using PubMed and MEDLINE for independent research project; wrote clear and concise lab reports
- Oral Communication: communicated well with researchers and physicians in a variety of lab/health care roles; worked as a Sales Representative for two years, met monthly goals
- Database Management/Administrative: effectively managed patient records and maintained a patient database in a busy medical clinic
- Computer Literacy: intermediate to advanced proficiency in MS Office (Word, Excel and PowerPoint), Prezi and basic HTML; quickly learnt new systems such as patient database software.