

Resumes – Skills-Based Resume Template

[Name]

[Address (optional)]

[Email]

[Mobile]

Career profile

Short statement about your work, career aims and what motivates you in your work. Only needs to be two or three sentences

Example: *Hardworking Child Care graduate seeking entry-level opportunity to begin my career in the Childcare Industry. I have undertaken babysitting duties for friends and family for many years, and this has inspired me to obtain my qualification and begin a career in Childcare.*

Relevant skills

(note: these are the main selling points of the resume)

- Outline your core competencies and technical skills
- Include transferable skills, such as communication and quick thinking
- Mention specialist skills such as languages

Selected achievements

- Focus on your achievements, use active words like ‘managed’, ‘increased’, ‘improved’
- Describe any awards, promotions or certifications

Work history

(note: as this is a Skills-based resume, the major responsibilities in the work history are not as in-depth as other resume styles. Keep it short.)

Examples:

Self-employed Babysitter

2015 - 2024

- *Baby sitting children aged between 1-7*
- *Preparing snacks, arts and crafts, and outdoor activities.*

Customer Service Officer

Metro Newsagency

2022 - 2023

- *Customer service*
- *Opening and closing of store*
- *Cash Handling*

Education and Training

[Dates] [Institution name, qualifications acquired]

- Note subjects (if appropriate), specialisations, achievements

Referees

Available upon request

(note: it's better to say "available on request" instead of listing the referee details. This gives you control over the interview process – when asked, you can present your referees on a separate sheet of paper. When you are out of the interview, contact your referees immediately to let them know they may be called by the interviewer)