

Resume: Skills & Activities

Transferrable skills are talents, abilities, and knowledge you learn by **experiences, hobbies, sports, or school** that are needed by workers in all jobs. What do you say in the Skills & Activities section of your resume to prove you have learned transferrable skills that will make you a good choice for the job opening?

SKILLS

Completed class in Microsoft Word, Excel, and PowerPoint, 2018

Completed classes in Graphic Design using Photoshop and InDesign, 2018

Completed electives in Wood, Metal, Drafting, and Electronics

Earned A+ Certification in PC Repair, 2018

Typing Speed, 45 words per minute

Certificate of Completion in Automotive Engine Repair, June 2018

Certificate in Welding Technology.

Passed Safety Test in Wood and Metal Technology.

Nursing Assistant Certificate, Careerville Training Center. Internship at Shady Grove Hospital

Completed Spanish Classes I-IV. Bilingual in English and Spanish



ACTIVITIES

Careerville High School Band, 3 years

Volunteer for Careerville Animal Shelter, 2017 to present

Pool Lifeguard, Careerville YMCA, Summer 2018

Secretary of FBLA (Future Business Leaders of America), 2018

Switchboard Operator Assistant, Valley High School, 2017-2018

Careerville Little League Coach Assistant for 2 years

Rebuilt 1985 Ford truck engine

Computer Tech Assistant, Valley High School, 2017-2018

Second Place Photography Award, Careerville County Fair, 2018

Tutor for Freshmen Students, Careerville High School, 2017-2018

Volunteer Karate Instructor for students ages 7 to 12, 2017 to present

Careerville High School Track Team, 3 years



PERSONAL STATEMENT

Skilled in human relations. Ability to successfully work with different types of people.

Dependable, responsible, and complete tasks on time.

Quick thinker with good communication skills.

Dependable workers with positive attitude.

Work well under pressure. Always get the job done with a positive attitude.

Can think clearly and solve problems in stressful situations. Meet challenges

Reliable worker and take commitment seriously.

Positive creative thinker with problem solving skills.

Good work ethic skills. Ability to plan, organize, and complete goals.

Motivated, reliable, and always get the job done.

Tactful and skilled in human relations. Positive attitude.

Self-starter with strong organizational skills.

Excellent teamwork skills. Can adjust to changes with a positive attitude.

KNOW
YOUR
WORTH

