

Figure 27.3 A Community College Student's Skills Résumé

Skills résumés emphasize skills, knowledge, and abilities. Combine experiences from classes, jobs, and volunteer work.

Richard A. Douglass

8933 Arbor Village Drive
Columbus, OH 43214
614-555-6437

Rick listed his cell phone number because that number was the best way to reach him.

Skills in Construction Management

Omit "I."

Make items in list parallel.

- Analyze and interpret all types of construction drawings and documents.
- Calculate material, labor, and equipment needed for a project.
- Use Gantt bar charts to organize complex construction projects.
- Analyze costs and productivity.
- Monitor safety and quality assurance.

Here, he combines skills he's learned in class projects and on the job.

Details and numbers would make this section stronger.

Experience with Construction Supplies and Equipment

Use bold and white space to emphasize points.

- **Sheet Goods.** Well-versed in materials for walls and siding, tile backing, and flooring—ceramic, vinyl, linoleum, hardwood floors.
- **Paint.** Extensive experience with paints, stains, varnishes, lacquers for interior and exterior surfaces, residential and commercial building. Experience with wallpaper and textures; limited experience with faux finishes.
- **Interior Trim.** Experience with all kinds of interior trim, specializing in window design, crown moldings, and fine interior trim.
- **Concrete.** Trouble-shooting residential and commercial problems; improving drainage.
- **Plumbing Supplies.** Thorough experience with backflow valves, pressure relief valves, and fire sprinkler systems.
- **Excavation.** Extensive experience in precision excavating using backhoe and tractors for residential and industrial remodeling and construction.

Construction Work Experience

Nine years of experience as a lead carpenter, crew foreman, and subcontractor.

Notable projects include

- Remodeling projects from 300 to 6,000 sq. ft.
- Building Friendly Ice Cream stores in Ohio, Indiana, New York, and Pennsylvania.
- Testing water systems and installing backflow valves, relief pressure valves, and fire sprinkler systems for industrial clients including Lockheed, Apple Computer, and San Jose State University.
- Building the first geothermal house in the Columbus area.

Good details

Construction Education

Associate of Science Degree in Construction Management, December 2012, Columbus State Community College (Columbus, OH). Certificate in Residential Construction Management.

Skills résumés are often longer than chronological résumés. To keep the résumé to one page, Rick omits Work History and References.