

**FIGURE 2.4**

**Skills Résumé**

George names the goal that he will help the employer achieve.

In this skills résumé, George highlights his special qualifications in a separate section.

George uses the present tense in his "Management" and "Budgetary" entries because these are continuing duties; he uses the past tense in his entry about "Innovation" because it describes a completed project.

He describes a major accomplishment.

He provides information about the budget's size.

Because he presented information about substantial on-the-job responsibilities and achievements above, he does not elaborate on his jobs here.

Because he has substantial professional experience, George deemphasizes his college experiences by giving only basic facts.

George shows commitment to continued professional development.

**WEB** To see how George designed his résumé in a word-processing program, go to your English CourseMate at [www.cengagebrain.com](http://www.cengagebrain.com).

**GEORGE SHRIVER**

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**Objective**

Senior management position where I can lead a technical communication department that assists a computer manufacturer in achieving high quality and productivity

**Skills and Accomplishments**

**Management** Supervise a team of six specialists who create print and on-line user documentation and also develop and deliver training programs for in-house use

**Innovation** Proposed and oversaw the development of an interactive videodisc training program for process engineers in a small factory that manufactures computer components

**Technical Expertise** Familiar with latest developments in both hardware and software. Programming knowledge of Visual C++, Java, and various proprietary computer languages

**Budgetary Responsibility** Manage an annual budget of nearly one-half million dollars

**Employment History**

Training Director, Saffron Computer Technology, Inc., Anaheim, CA, 2008–Present  
 Training Specialist, Calpon Software Systems, Deer Park, NJ, 2004–2008

**Education**

B.A. in Technical and Scientific Communication, Miami University (OH), 2004  
 Numerous professional development courses

**Professional Societies**

Society for Technical Communication (Chapter President, 2011)  
 American Society for Training and Development

**Special Qualifications**

Fluent in German      Trained in conflict resolution      Certified to teach CPR

*References available upon request*

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**GShriver@netlink.com**

George lists additional qualifications that may interest an employer.

George creates a distinctive design for his résumé by putting his address and phone number at the bottom.

He names a leadership position in his professional society.