

# SKILLS, CERTIFICATIONS, QUALIFICATIONS & LICENSES

## RÉSUMÉ SECTIONS

The skills section of your résumé can be used to showcase your specialized knowledge. It is strongly recommended that all students include their computer skills, and you may choose to include other industry-related skills as well. Below, you will find sample skills sections with a variety of headers and formats that you may wish to consider for your résumé. You can mix and match the content in these sections to create a skills section that is relevant and tailored to you and your experience.

### General Skills Section Samples

#### Format #1 SKILLS

*Computer:* Microsoft Excel, PowerPoint, Word; Prezi  
*Social Media:* Facebook; Twitter  
*Language:* Spanish (Conversational)  
*Certification:* First Aid, American Red Cross, July 20XX

#### Format #2 RELEVANT SKILLS

*Software:* Bloomberg; SPSS; Qualtrics; Microsoft Word, PowerPoint, Excel  
*Web:* Google Docs, Slides, Sheets; OneDrive for Business  
*Language:* Fluent in Korean

#### Format #3 ADDITIONAL SKILLS

Ansys, LabVIEW, MiniTab, Microsoft Excel Core Certified, Visual Basic, Mandarin (Conversational)

*Note that when including groups of skills (e.g., Microsoft or Google products, shown above), each group component should be separated by a comma, while the group as a whole should be separated from the other skills in that section with a semicolon. If you use any semicolons in one category, use them throughout your skills section for consistency.*

### Technical Skills Section Samples

#### Format #1 COMPUTER SKILLS

*Software:* Adobe Photoshop, InDesign, Illustrator; Unigraphics NX; Google SketchUp; Microsoft Word  
*Web Programming:* HTML; CSS; JavaScript; AJAX  
*Social Media:* Instagram; Twitter; YouTube; WordPress

#### Format #2 TECHNICAL SKILLS

*Application Programming:* C#; VB.NET; Visual Basic; C; C++; JAVA  
*Web Programming:* ASP; .NET; PHP; HTML; XHTML; DHTML; JavaScript; CSS; XML; AJAX; SQL  
*Databases:* MySQL; Interbase; Firebird; Microsoft Access, Excel  
*Operating Systems:* Windows; Linux: Red Hat; iOS; Android

#### Format #3 LABORATORY SKILLS

DNA Isolation & Amplification; Sephadex Column Chromatography; Preparation of TEM, XRD, UV, and PRL Samples; Microscopy (Compound & Dissecting); Gel Electrophoresis; Spectrophotometry

# UConn

CENTER FOR  
CAREER DEVELOPMENT  
career.uconn.edu

## Licenses & Certifications Skills Section Samples

<b>Format #1</b>	<b>SKILLS &amp; CERTIFICATIONS</b> <i>Certifications:</i> Emergency Medical Technician, Licensed (December 20XX); EKG Certified (January 20XX) <i>Laboratory:</i> Glucose Testing; Phlebotomy; Centrifugation; Urine Cultures <i>Software:</i> Glace EMR 4.5; MatLab; SAS <i>Language:</i> Proficient in German (Written & Verbal)
<b>Format #2</b>	<b>QUALIFICATIONS</b> <i>Licensure:</i> Private Pesticide Applicators License; Commercial Driver's License <i>Certifications:</i> Completion of 40-hour OSHA; CPR for Infants, Children, and Adults (Expiration 20XX)
<b>Format #3</b>	<b>CERTIFICATIONS</b> Certified Nursing Assistant, Danbury Hospital, Danbury, CT 20XX Certified Physical Therapist Assistant, Norwalk Community College, Norwalk, CT, 20XX Basic Life Support for Healthcare Providers, American Heart Association, 20XX
<b>Format #4</b>	<b>LICENSURE &amp; CERTIFICATIONS</b> Connecticut State Board of Pharmacy Intern License, Expiration Date: September 20XX Pharmacy Technician Certification, Expiration Date: August 20XX Registered Veterinary Technician, Expiration Date: June 20XX

## Resources

<b>CCD Résumé Resources</b>	<a href="#">CCD Résumé, CV, and Written Communication Guide</a> <a href="#">Résumé Samples</a> <a href="#">Résumé Critiques</a>
<b>CCD Career Coaching</b>	<a href="#">Career Coaching Website &amp; Appointment Scheduling</a>