**Resume Building Tool**

Provided below is a list of skills/qualities that you can use within your own resume to highlight your experiences. Brainstorm additional skills/qualities that you have exemplified throughout jobs, internships, student organizations, clubs, or volunteer activities. Use this information to explore the ways in which you have demonstrated your skills/qualities throughout particular experiences by providing specific examples of tasks that you have completed or achievements you have made. Once you’ve described your skill/quality, construct a concise action statement to use within your resume. The MAC Resume Template is divided into Experience and Leadership sections, so consider how you want to convey your skills/qualities in the most effective way.

**Skills/Qualities**

* **Communication**: the ability to write, speak, and listen well to others
* **Teamwork/Collaboration**: the ability to work together and effectively use the strengths of each individual to meet a common goal
* **Problem solving/Analytical skills**: the ability to evaluate and understand options and effects of decisions
* **Decision Making**: the ability to recognize, understand, and define problems and effectively choose between different options to implement change
* **Innovation and creativity/initiative**: the ability to develop new ideas or methods to complete tasks/projects
* **Global issues/Cultural competence**: the ability to stand back from yourself and become aware of cultural values, beliefs, and how they are relevant to global issues and interact effectively
* **Organization**: the ability to effectively plan the work of a group and to provide structure to a project so that goals are clear and understood
* **Influence**: the ability to motivate, convince, or persuade a group to do something
* **Technical knowledge**: the ability to use common applications and technical software specific to career
* **Communication**
  + Where did you develop this skill?
  + How did you utilize this skill/quality? Give specific examples.
  + Resume Action Statements (2-4 total):
* **Teamwork/Collaboration**
  + Where did you develop this skill?
  + How did you utilize this skill/quality? Give specific examples.
  + Resume Action Statements (2-4 total):
* **Problem solving/Analytical skills**
  + Where did you develop this skill?
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* **Innovation and creativity/initiative**
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  + Resume Action Statements (2-4 total):
* **Technical Knowledge**
  + Where did you develop this skill?
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