



**VERMONT  
WORKS  
FOR WOMEN**

# Skills-based Resume Template

**Name**

Phone| Professional email

City, State

## SKILLS AND EXPERIENCE

*[Skill Category]*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*[Skill Category]*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*[Skill Category]*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## EMPLOYMENT HISTORY (or EMPLOYMENT AND VOLUNTEER HISTORY)

Job Title	Business Name	City, State	Year(s)
Job Title	Business Name	City, State	Year(s)
Job Title	Business Name	City, State	Year(s)
Job Title	Business Name	City, State	Year(s)

## EDUCATION (or EDUCATION AND TRAINING/CERTIFICATIONS)

Degree/Certificate	Program/ School	City, State
Degree/Certificate	Program/ School	City, State