

# Other Tool

Stephen F. Austin State University | Center for Career and Professional Development

After creating the standard heading, objective, education, and experience sections of your résumé, think about what other qualifications you have that relate to the job. If you have accomplishments that support your career objective, then create a section to house those credentials! Customize your résumé to reflect YOU!

See below tips and examples for Honors & Awards, Involvement, Skills, and Certifications sections.

## OTHER SECTIONS FOUND ON A RÉSUMÉ

- Honors and awards
- Involvement
- Skills
- Certifications
- Summary of qualifications
- Volunteer work/community service
- Licensure
- Related class projects
- Relevant skills/strengths
- Professional associations

### Honors & Awards

List any notable honors and/or awards received through academics, scholarships, sports, community service, work, or other achievements. If you only have one or two items to put under this category and they are purely academic, you may want to consider doing away with this section and listing those items under your education section.

#### Example

- Baker Pattillo Student Leader of the Year Award, 2017-2018
- April E. Azalea Academic Scholarship, 2016-2018
- Presidential Service Award, 2015
- President's List, two semesters
- Dean's List, three semesters

### Involvement

List any memberships in organizations on or off-campus. Below are some tips for listing your involvement:

- Do not abbreviate organization name on its own. Ex: Organization of Latin Americans (OLA)
- If the purpose of the organization is not clear from the name, then provide brief explanation  
Ex: Pi Kappa Delta (PKD), Debate Fraternity
- Do not precede each organization name with "Member of..." If you list the organization, then it is self explanatory that you are a member
- Be sure to include any leadership roles
- Think twice before listing any political or religious organizations, as it may unintentionally alienate a potential employer who may not share the same political or religious philosophy

#### Example

- Big Jacks Mentoring Organization, 2009-2010
- Alpha Psi Omega Theater Fraternity, Vice-President, 2008-2009
- American Marketing Association (AMA), Treasurer, 2007-2008

## Skills

List any skills relevant to the position, field, or industry. Note the three main types of skills/competencies:

1. **Technical/professional skills** are performed in a job, task, or class, and are acquired by reading, training, or education. Ex: Proficient in InDesign, Photoshop, AutoCAD, and Oracle.
2. **Functional skills** are related to people, information, or things transferable from one field or occupation to another. Ex: Recruit, interview, and hire employees. Plan, organize, and host events.
3. **Personal/adaptive skills** represent your style of working coordinating with your personal traits. Ex: Described by your supervisor as motivated, determined, persistent, and persuasive.

### Below are some tips for listing your skills:

- If all your skills are one type, such as computer skills or foreign language skills, you can head the section "Computer Skills" or "Foreign Language Skills"
- Weigh the importance of your skills section in regard to your career objective. If your skills are directly related to your objective, then consider moving higher on your résumé.
- No need to list Microsoft Word as skill. If you don't have experience with this application, then you have bigger problems!

## Example

Computer: SPSS, Oracle, Java, FrontPage, Adobe Photoshop and Illustrator, QuickBooks  
Language: Fluent in Spanish, knowledge of German

## Certifications

List any certifications relevant to your career objective, such as teaching certifications, certified athletic trainer, CPR, etc. Weigh the importance of your certification section in regard to your career objective. If your certifications are directly related to your objective (like teaching certifications), then consider moving higher on your résumé.