

Name	Street Address City, State, Zip	Phone Number Email Address
<i>Summary</i>	<hr/> Double major in Education and English with extensive experience in writing for a diverse range of people and in a variety of circumstances. Strong written and oral communication skills. Adept at team management and negotiation. Working toward obtaining a Texas Teaching License and TESOL Certification.	
<i>Skills</i>	<hr/> <p><i>Written and Oral Communication Skills</i></p> <ul style="list-style-type: none"> • Edited College of Liberal Arts newsletter. • Wrote a Senior Thesis discussing use of multimodal communication in middle-school language arts classrooms. • Delivered oral presentations on Senior Thesis directed to faculty and undergraduate peers. <p><i>Management Skills</i></p> <ul style="list-style-type: none"> • Assisted faculty members with peer tutoring, grading, and recording class attendance. <p><i>Organizational Skills</i></p> <ul style="list-style-type: none"> • Assisted faculty members with obtaining and organizing scholarly books and articles pertinent to these faculty members' research projects. • Created an index for a collection of essays compiled and edited by the Glasscock Humanities Center for Interdisciplinary Research. <p><i>Computer Skills</i></p> <ul style="list-style-type: none"> • Skilled in the use of Microsoft programs, including Word, Excel, and PowerPoint. • Skilled in the navigation of learning management platforms, including WebCT, Blackboard, and Canvas. 	
<i>Education</i>	<hr/> Texas A&M University, College Station, TX B. A. in Education B. S. in English Expected Graduation Date: May 2021 <p><i>Related Course Work</i></p> Curriculum Design for Middle-School Language Arts History, Language, and Culture Rhetoric and Composition Technical Business Writing	
<i>Employment</i>	<hr/> <p><i>(1/2019-8/2019)</i> Texas A&M University English Department Editorial Assistant <i>Landmark Essays in Rhetoric and Literature</i> (Hermagoras Press, 2019)</p> <p><i>(8/2018-12/2018)</i> Texas A&M University English Department Editorial Assistant <i>Rhetorica</i> and <i>Allegorica</i> periodicals</p>	
<i>Honors</i>	<hr/> Deans Honor Roll, <i>College of Liberal Arts</i> (2017-2020) Academic Excellence Award, <i>Texas A&M University</i> (2018) Foundation Excellence Award, <i>Texas A&M University</i> (2017)	
<i>Additional Information</i>	<hr/> Founder and President of Student Organization XYZ	

Figure 16.2. Example of the skills résumé format.¹

¹ Claire Carly-Miles, "Sample Skills Résumé," 2020. This image is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-nc-sa/4.0/).