

## Sample Summary of Skill Statements Administrative (General/Medical Office)

### OFFICE SYSTEMS TECHNOLOGY

- Microsoft Office proficiency (as much of the Office Suite as possible)
- Typing speed
- Ability to work without supervision
- Attention-to-detail
- Communication skills
- Organizational skills
- Ability to multi-task

### MEDICAL BILLING AND CODING

- Knowledge of medical terminology
- Familiarity with HIPPA
- Coding programs (CPT & ICD-9, for example)
- Computer skills
- Medicare and or Medicaid knowledge
- Office Skills
- Customer service skills
- Respect the confidential nature of medical information

### MEDICAL ASSISTING

- Patient care experience (possibly demonstrated in a clinical or nurse aide experience)
- Knowledge of medical terminology
- Able to operate office equipment (strong clerical skills)
- Insurance and billing knowledge
- Computer skills
- Customer service and attention-to-detail
- An ability to put patients at ease
- An ability to explain doctor's instructions

### HEALTH INFORMATION TECHNOLOGY

- Possibly coding knowledge
- Medical terminology knowledge
- Proficient computer skills, including Microsoft Office (might need to list additional computer skills)
- Accuracy and detail-oriented
- Ability to maintain confidentiality (when dealing with medical records)
- Communication skills and relationship building (with doctors, financial departments, and IT)

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**NURSING/PTA/OTA**

- Proficient knowledge of medical terminology.
- Strong adherence to HIPPA guidelines.
- Demonstrated ability to work with patients through clinicals.
- Easily develops rapport with patients, families, doctors, and staff.
- Remain calm and professional throughout critical incidents.
- Possesses CNA, First Aid, and CPR certification.
- Two years experience working as a Physical Therapist Aide.
- Completed clinicals in a variety of settings.
- Ability to assist physical therapist in developing therapy programs and evaluating patient progress.
- Adept knowledge of anatomy, physiology, and kinesiology.
- Possesses knowledge of the operation and maintenance of therapy facilities and equipment.
- Assisted in motivating patients to achieve treatment goals.

**RADIOGRAPHY/SONOGRAPHY/NUCLEAR MEDICINE**

- Able to conduct diagnostic imaging procedures.
- Skilled in using MRI's, CT scans, and fluoroscopic procedures.
- Extensive knowledge in OB, Gynecology, Gastrointestinal, Abdominal, as well as Small Parts and Limited Vascular areas of medicine.
- Understanding of physics of ultrasound, interaction with human tissues, image formation and display, knobology, Doppler, color flow, m-mode, 2D scanning, and instrumentation.
- Able to make patients feel calm when performing procedures.
- Skilled in recognizing normal and abnormal test results and adverse effects of drugs and radiation to determine causes or possible significance of abnormalities and to alter procedures or techniques to correct problems.
- Great knowledge of anatomy such as size, shape, and variance of structures to be studied.

- Excellent problem solving and conflict resolution skills.
- Exhibits strong leadership skills through involvement in Student Government and working as a Resident Assistant for two years.
- Knowledgeable of management field through completion of semester long management internship at YUM! Brands.
- Proven experience in planning and delegating activities for students as a Resident Assistant.
- Adept in working effectively with different types of people on all levels from students to faculty and staff.
- A highly organized individual who is able to juggle school, work, and active involvement in five campus organizations.
- A team player who possesses strong interpersonal skills highlighted through participation in Delta Sigma Pi (Co-ed Professional Business Fraternity).
- Strong mathematical skills; able to analyze and efficiently interpret data.
- Proficient in using Microsoft Office.

## Sample Summary of Skill Statements

### COMMUNICATION ARTS

- Skilled in using HTML, Java Script and Photoshop (additional computer skills might be applicable)
- Displays creativity and able to visualize a concept/idea
- Adept at project planning and execution
- Proficient in using Microsoft Office
- Detail-oriented and strong problem solving skills

- Over three years experience as a proof-reader and editor.
- Demonstrated skills in preparing and presenting multi-media presentations.
- Served as public relations intern for Yum Brands.
- Proficient in Microsoft Office, Page Maker, Dreamweaver, and Adobe.
- Skilled in creating posters and marketing materials for campus organization.
- Two years experience as staff writer for The Cardinal newspaper.
- Adept at interviewing people from various backgrounds, including students, staff, faculty, and community leaders.
- An effective presenter who is a two year member of the University of Louisville's Malcolm X Debate Program.
- Proficient in writing and speaking Spanish.
- Completed research project with professor that was presented at a national communications conference.
- Exceptional written and oral communication skills.
- Strong organizational and active listening skills.

# Sample Summary of Skill Statements

## CRIMINAL JUSTICE/LAW SCHOOL ADMISSION

### CRIMINAL JUSTICE

- Knowledge of criminal law and the criminal justice system.
- Knowledge of legal structures and procedures.
- Demonstrated ability to analyze problems and develop solutions.
- Strong ability to reach effectively in emergency and stressful situations; ability to exhibit initiative and problem solving capability in coping with a variety of law enforcement situations.
- Sound ability to follow stand safety practices and procedures common to law enforcement work.
- Proven ability to establish and maintain effective working relationships employees, other agencies, and the public.

### LAW SCHOOL ADMISSION

- Superior presentation skills demonstrated through membership in campus debate team.
- Skilled in conducting research; able to synthesize and analyze large amounts of information.
- Completed English and Philosophy classes that strengthened ability to think critically and analytically.
- One year experience working as a filing clerk for a local law firm.
- Knowledge of trial proceedings and sentence hearings through observation during internship at Frost Brown Todd.
- Proven written communicative skills with over two years experience writing for the campus newspaper.
- Demonstrated interest in the study of law through active participation in U of L's pre-law society.
- Strong problem solving skills and able to work with different types of people.

- Experience or knowledge with different types of cuisine (insert specifics)
- Experience with preparing cuisine for various events and banquets (insert specifics)
- Any supervisory or training experience in the kitchen would be helpful
- Background in ordering inventory
- Experience in menu preparation (insert specifics)
- Specialized cooking skills
- Language proficiencies

- Highlight specific skill sets learned from internships.
- Highlight relevant projects you have worked on.
- Include any relevant technical competencies, important equipment, and/or specific computer skills for your specific program.
- Excellent mathematical skills.
- Able to build, customize and troubleshoot.
- Open minded and able to work on complex projects.
- Ability to provide technical assistance and resolution.
- Able to work independently and able to manage priorities and tasks.
- Excellent ability to think innovatively and express ideas.
- Superior problem solving skills demonstrated during internship.
- Member of the Speed School student council.
- Possesses strong work ethic demonstrated through membership in Speed School honor society.
- Autonomous learner who completed independent study with engineering professor.
- Skilled in the analysis and interpretation of complex data.
- Able to implement strategies and make informed decisions based on data.
- Proficient in working in a multi-disciplinary team environment.

- Skilled in using Microsoft Office, PeopleSoft, and ADP payroll.
- Strong knowledge of state and federal employment law.
- A relationship builder with strong interpersonal and communication skills.
- Possesses strong attention-to-detail.
- Certified PHR (Professional in Human Resources).
- A customer service professional who exhibits strong problem solving skills.
- Strong mathematical skills; able to manage and interpret large amounts of data.
- Skilled in creating and delivering engaging presentations.
- Able to handle a high volume work load in a fast paced environment.
- Knowledge of resume, cover letter, and interview techniques through work study position at the University of Louisville's Career Development Center.
- Served as education chair for fraternity/sorority in which monthly professional and personal development trainings were created.

*A student in this major should likely include computer proficiencies in a separate section on the resume. Some examples of technical skills and possibly relevant coursework include:*

Java Programming	A+ Guide to Software
A+ Guide to Hardware	SQL Programming
Cisco Internetworking	Visual Basic
Systems Analysis and Design	Program Design and Development
Computer Hardware and Software	Maintenance

*Some additional statements that could be included in a "Summary of Skills" section are as follows:*

- Knowledgeable in configuring computers and installation of hardware components
- Experienced in the assembly of PCs and printers
- Proficient in using Microsoft Office
- Dependable - can work without supervision
- Quickly learn procedures and methods

- Exhibits superior verbal and written communication skills, which are highlighted through English degree.
- A problem solver with strong conflict resolution and critical thinking skills.
- Able to utilize creative thinking to address problems.
- Strong analytical reasoning ability.
- Demonstrates leadership experience through involvement in five campus organizations.
- Enhanced proficiency in Spanish through semester study abroad experience in Mexico.
- A strong presenter who has conducted several classroom presentations.
- Skilled in effectively conducting research on numerous databases.
- Highly organized individual who juggles work, classes, and involvement in several campus organizations.
- Proficient in using Microsoft Office, including Word, PowerPoint, Excel, and Publisher.
- Thrives in a team environment and possesses strong interpersonal skills needed for collaboration.
- A self-motivated learner who is culturally aware.

## Sample Summary of Skill Statements

### PHARMACEUTICAL SALES

- Demonstrated proficient presentation and persuasive skills through membership in U of L's Debate Society.
- Knowledgeable about medical terminology through completing internship with Eli Lilly.
- Two years experience providing quality customer service and achieving sales goals while working in retail.
- Proven verbal and written communicative skills demonstrated through completing several Communication and English classes.
- Strong mathematical and science aptitude proven through Chemistry degree.
- Demonstrated ability to build rapport with others through membership in campus organizations.
- Skilled at being highly organized while maintaining multiple projects, which is highlighted through being a part-time supervisor at UPS while completing degree.
- Proficient in using Microsoft Office.
- A team player who also performs well independently.
- Calm and assured in high pressurized situations.
- Dedicated, self-driven, focused, and results-oriented.
- Proven ability to prioritize, plan and monitor multiple projects.
- Able to quickly learn and apply new information.

- Completed internship with Catholic Charities and promoted their services to various community organizations and schools.
- Two years experience working with troubled youth at Maryhurst.
- An empathetic individual with strong listening skills.
- Committed to bringing about real change in people's lives.
- Adept ability to apply to psychological theory to individual, community, and social problems.
- Skilled in analyzing and interpreting data for research purposes.
- Member of Psi Chi (national honor society for Psychology).
- Completed service learning project with Everyone Reads.
- Profound interest in how the brain functions.
- Knowledge of psychological evaluation and assessment techniques.
- Knowledge of crisis intervention techniques through position at Maryhurst.
- Ability to function effectively in a high pressure work environment.
- Adept in working with people on all levels.
- Proficient in using Microsoft Office.
- Displays excellent problem solving skills when working with patients.
- Work well as a team member to accomplish goals.
- Demonstrated effectiveness in issues of alcoholism and recovery through practicum.
- Three years experience in volunteering with youth experiencing emotional and behavioral problems.
- Experienced in establishing goals, interventions, and progress reports for clients.
- Ability and experience in implementing behavior management plans.
- Knowledge of mental health systems.
- Able to establish rapport with clients, colleagues, and families to support achievement of goals.
- Effective in balancing professionalism with sincere empathy.
- Able to effectively assess clients' needs and problem solve.
- Thorough knowledge of various counseling techniques.

- Knowledge of public policy highlighted through completing semester internship with John Yarmouth.
- Demonstrated leadership skills exhibited by holding office of vice president of the Student Government Association.
- Possesses knowledge of local, state, and federal government through completed coursework.
- Chaired many community meetings while member of Student Government Association.
- Proven skills in recommending alternative courses of action for major ongoing and prospective policy issues.
- Member of student judicial board; voted in over 50 judicial decisions.
- Community service oriented exhibited through ongoing participating in Brightside Cleanup.
- Strong conflict resolution and mediation skills.
- A critical thinker who possesses strong analytical and research skills.
- Participated in several community forums which highlight community activism.
- Proficient in using Microsoft Office.
- Member of the American Political Science Association.

**AVIATION MAINTENANCE**

- Knowledge about the components of various aircrafts.
- Ability to work with all parts of an aircraft including engines, electrical systems, temperature control systems, hydraulic systems, communications systems, and instrument systems.
- Experience in inspecting, testing, repairing, maintaining, servicing aircraft in accordance with the manufacturer's recommendations and FAA regulations
- Working knowledge of the tools, equipment and methods used in the inspection, maintenance and repair of aircraft
- Proficient in analyzing system malfunctions.
- Ability to read and interpret technical manuals or bulletins.
- Ability to work as a team member and strong problem solving skills.
- Use micrometers, rivet guns, power and hand drills, dial indicators, grinders, pressure gauges, ohmmeters, torque wrenches, timing lights.

**AUTO MECHANIC**

- Skilled in the repair and maintenance of automobiles, vans, and trucks.
- Knowledge of tire rotation, rotor resurfacing, bearing replacement, and front-end alignment.
- Able to diagnose performance problems, write accurate work orders, and prepare estimates.
- A problem solver who works well in a fast paced environment.

**HVAC**

- Knowledge of OSHA regulations related to the refrigeration trade.
- Basic mathematics including area, volume, weights and the practical application on fractions, percentages, ratios and proportion.
- Knowledge of refrigerant types, environmental impact and gas reclamation procedures and equipment.
- Ability to read and interpret blueprints, schematics, drawings, specifications and construction documents.
- Skilled in re-wiring electrical outlets and fixtures; ability to install water intake and drainage lines and pipes.

**WELDING**

- Familiar with MIG and TIG welding. (additional types may be applicable)
- Skilled in welding all types of materials, including aluminum and steel.
- Able to read and interpret blueprints and work orders to determine product instructions and specifications.
- Able to apply knowledge of welding theory and principles.
- Skilled in using hand and power tools.
- Excellent hand and eye coordinate and knowledge of safety protocols and procedures.