

Department of Developmental Services  
Work Services Section  
Resume Comparison Sheet

<b>What you might say about your self/skills</b>	<b>What you can place on your resume-suggested statements</b>
I talk to people at my job, school, church, when I volunteer, etc.	I communicate with people, excellent communication skills, communication skills
I type memos, letters, reports for my boss, manager on the computer	I have computer experience; computer experience; I prepare memos, letters, reports using a computer
I know how to use different software on a computer	Experience using Microsoft Word, Excel, Power Point, Access, Publisher, etc.
I make photocopies and file paperwork	Photocopying and filing experience; experience filing alphabetically and numerically
I read and review stuff and give my thoughts on the information to my teachers, supervisor, or manager	Review and analysis skills; I review and provide analysis and recommendations
I help and tell people where things are when they enter the store	I have excellent customer service skills; I provide information and directions to people
I assist at my community center for social events, holiday parties, weekly trainings, etc	Participate in developing and coordinating events; I develop and organize training materials

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<b>What you might say about your self/skills</b>	<b>What you can place on your resume-suggested statements</b>
I tally and total daily, weekly inventory figures and put that information in the computer	I complete numerical inventory daily, weekly and enter information into computer system
I answer phones, take messages, and give messages to people	Answer phones, record messages, and send to individuals; Excellent receptionist skills: answer phones, record and deliver messages to people
I volunteer my time on the ABC Advisory Board where we put together activities, give money to local businesses, and ideas to them on how they can improve their services	Develop, implement, and monitor volunteer activities; Develop ideas and recommendation to local businesses on ways to increase services and profit

**Why use the above suggested statements or similar statements on your resume?**

Employers, recruiters, or interview panels have minimum time to review and select resumes. They are filtering through large amounts of resumes or a machine (scanner) is doing it for them. Individuals want to make resumes as clear, concise, and using words and statements **“employers”** are looking for, and information that says they have what the employer needs. Think of the above suggested statements as: **EMPLOYER FRIENDLY** information.