

Sample Experience Headings

The following skill areas can be used as headings in the experience portion of a functional and modified chronological resume. These are suggestions only; you may develop your own headings that match your skills.

Administration
Advising
Analysis and Evaluation

Business Development
Business Management

Childcare
Client Relations
Communications
Community Liaison
Computer Experience
Conflict Resolution
Consulting
Counseling and Development
Creativity and Design
Crisis Evaluation and Response
Customer Relations
Customer Service

Data Collection/Entry
Design and Development

Electronics Knowledge
Equipment Operation
Evaluation/Analysis

Financial Analysis
Food Preparation
Fundraising

Health and Safety
Human Resources Management

International Experience

Leadership

Management
Mentoring

Office Administration
Organizational Development

Planning
Presentation Skills
Problem Solving
Product Development
Program Development
Program Planning
Programming and Special Events
Project Management
Public Relations
Public Speaking

Quality Control

Research

Sales and Marketing

Special Events Coordination
Strategic Planning
Supervision and Training
Systems Development

Teaching
Team Work
Technical Skills
Training and Development
Trouble Shooting

Warehouse/Inventory
Writing and Editing
Writing and Presentation