

### **Resume Piece: Qualification Summary**

Below is a sample of how you might include your qualifications on your resume. Currently recruiters like this section. It should include 4-6 bullet points, something that will grab the attention of the recruiter. It's a place to list your skills, but don't stop there; also include ways you've proved that you have those skills, ways you've used your skills to accomplish a task.

For more ideas of how to write bullet for this section see [What are your unique skills and abilities?](#)

### **Qualification Summary**

Bilingual and multicultural – Fluent in English and Spanish, dual citizenship (U.S and Mexico)  
Proven ability to assimilate in to different cultures – International Experience in Spain, Mexico, and Panama  
Internet Marketing/ SEO – Administrative role in Social Media (Facebook and Twitter) and marketing automation tools  
Proven writing skills – Creation and implementation of marketable internet articles, blogs, press releases and newsletters  
Marketing Research – Research and analysis of customers and competitors for IT Services company and Red Frog Beach Resort hostel  
Strong computer skills – Excel, PowerPoint, Word, and VISIO  
Use of customer resource management programs including Microsoft Dynamics AX  
Proven design and photo/video editing skills – Photoshop, I-Movie, Final Cut, and Microsoft Movie Maker