

## COMPUTER / TECHNICAL SKILLS

**OVERVIEW:** As organizations search for employees in the 21<sup>st</sup> century, the ability to use technology is a vital skill to possess. It is important to show potential employers that you are confident using technology within the work environment. Depending on the amount of computer and technical skills required within your field, there are different ways you can list items for this section.

### LAYOUT:

- **Software**
  - If you have a “working knowledge” of particular computer software, list them out with a semi-colon between software packages.
    - Example: MS Word, Excel; Adobe Illustrator
  - List software in order of relevance to the position you are applying for.
- **Skills**
  - If your degree requires a multitude of technical/computer skills, break the software packages into relevant groups:
    - **Graphic Design Software:**
    - **Multimedia Applications:**
    - **Web Design Software:**
    - **Programming Languages:**
    - **Design Applications:**
    - **Network Administration:**
    - **Manufacturing Skills:**

### EXAMPLES:

#### COMPUTER SKILLS

MS Word, Excel, PowerPoint; Corel WordPerfect; various email packages; Windows Operating Systems

#### COMPUTER SKILLS

**Graphic Design:** Adobe Photoshop CS3, Illustrator CS3  
**Multimedia Applications:** Adobe Flash, Premier; Final Cut Express  
**Operating Systems:** Windows 1995-Vista; Macintosh OS X

#### COMPUTER / TECHNICAL SKILLS

**Design Applications:** AutoCAD, Matlab, Maple, Solid Edge, ANSYS, Algor, MAGMA  
**Programming Languages:** C++, C, Perl, Java  
**Manufacturing Skills:** TIG welding, manual milling machine, lathe, CNC programming, MIG welding