

## A Training Resume Should Highlight Your Skills

*Selling your skills will be one of the most important things you can do when applying for a training position. You can do this by highlighting relevant experiences and education throughout your resume, emphasizing times when you've trained or taught others and other times when you've learned new concepts quickly and proficiently enough to train. Your resume should be well-organized and chronologically list your education and work experience just like any other resume, but when it all comes down to it, your skills are what will get you noticed.*

It takes a certain type of person to take on a training position, and your resume should reflect that you are capable of handling it. Make sure that your resume is free of details and show that you know your stuff by including only relevant information. The attention to detail you show within the resume is going to show your potential employer what you are capable of doing, so don't be afraid to show this as you are creating your resume.

Being a trainer means showing you're able to pick up new skills and then teach others those skills. If you have any experience doing this, you definitely want to include it in your resume. Anything that emphasizes your training abilities should be included in your resume. You can do this by highlighting the experiences that you have had within the training industry in your former places of employment. Even if your job title didn't include training, if there was ever a time when you had to train or teach new or less-experienced employees in something, this is the sort of thing that can easily be applied to a resume for a training position.

Next, you want to think carefully about ways to highlight any education you've had, especially within the same industry. Education is, in itself, actual training. If you have taken any courses or engaged in any projects that had to do with training skills, these will show you have the qualifications they are looking for in a trainer, and will increase your chances of getting invited back for an interview.

The way you write your resume should show that you know what you're talking about, but avoid overusing technical jargon specific to the industry. This is something that will make your resume look flashy and may even appear to be covering up the lack of substance.

You will want to highlight relevant skills you possess throughout your resume. For example, your ability to learn new concepts quickly should definitely be included. Always try to match the qualifications listed in the job descriptions, or any other sources about your potential employer you can find. This will give you the best shot at actually getting the job you desire.

Keeping your resume to one page is also recommended. The only time in which you would want to use more than one page is if you have extensive relevant education and professional experience that cannot be explained in only one page. In this case, the employer will be expecting you to take up more than one page, so go ahead and extend it to two.

All in all, your relevant skills should be the highlight of your training resume. If you have a lot of training experience already, it should be easy to show that you're a qualified candidate. If you are just getting started in the field, list other skills you've acquired that will suggest that you're capable of training as well. By keeping the information relevant in this way, employers are more likely to consider you to be the newest trainer on their team.