

Skills and Qualifications for planning positions

*These may be useful when thinking about what to
include in your resume and cover letter.*

Communication:

Public speaking
Presentation abilities
Communicating with the public
Expressing ideas to diverse populations
Listening
Negotiating Skills
Writing, reports, proposals and grants
Languages

Computer skills:

GIS, AutoCad, Microsoft Office, Web Html, Excel,
Access, PowerPoint
Developing graphic presentations

Experience:

Ability to work in groups/teams demonstrated
through class studio projects, internships, or
activities
Knowledge or specialization in areas of planning
Planning methods
Past work experience
Research, Analysis
Statistics

Additional skills:

Problem solving abilities
Reliability/good work ethic
Time management
Ability to work on multiple projects
Organization skills
Leadership abilities
Motivation

Education:

Use this order in listing your education
Degree, major, college, university, city, state,
graduation date. See example below.

Bachelor of Science in Community and Regional Planning

Iowa State University, College of Design, Ames,
Iowa
Third year student; graduation expected spring
2007

Experience

Job title, organization, city, state, dates
You do not need to include months just years;
keep it easy for the reader.

Example:

Intern, Story County Planning Association
Boone, Iowa, summer 2005

- Now describe what you did, learned or
accomplished using action verbs.

Waiter, Sips, Ames, IA, 2004-2005

- If it is a survival job and the title pretty well
explains what it involves, you can omit the
description if you have other related
experience.

An alternative would be to include:

Waiter, Sips, Ames, IA, 2004-2005

- Gained excellent customer service
experience while working to finance education