

## Instructions for using the O\*Net Web site

1. Type in the following Web address: [www.online.onetcenter.org](http://www.online.onetcenter.org)
2. Click on Find Occupations link from the O\*Net main menu page
3. Type in preferred “Job Title” (e.g. Massage Therapist) in the **Keyword or O\*NET-SOC code** section
4. Click on the Massage Therapist occupation title in the list of results (the Summary Report for Massage Therapist contains career-related information including relevant “hard” and “soft” skills that are applicable to this profession).
5. Scroll down the Summary Report and locate the following 3 sections:
  - a. Knowledge
  - b. Skills
  - c. Work Activities

NOTE: The bold-type terms under each of these 3 sections contain relevant “hard” and “soft” skills that may be used as functional skill headings on your resume. For example, **Customer and Personal Service** (within the Knowledge section) **is a relevant soft skill**; and, **Documenting/Recording Information** (within the Work Activities section) **is a relevant hard skill**. The key is to select a combination of both hard and soft skill headings that reflect your strengths (i.e. skills you have high confidence in your ability to perform because you have applied or currently apply/use these skills in various life experiences such as: current/past jobs, personal interests/hobbies, internships, class projects, volunteering, parenting, etc. The bulleted accomplishment statements that support the functional soft/hard skill headings you select should be drawn from these various life experiences; this is how one proves their proficiency in a particular skill – which is the ultimate goal of a Functional (Skills-based) resume format. Refer to James Madison’s functional resume in the Resume Writing handout as an example.