I'm not a robot

While we’re going to give you plenty of job-specific resume skills you can add to your AI cover letter and resume, there are some that work across just about any field. These can add value for candidates who either lack work history or are creating an entry-level resume.Data AnalysisProblem-solvingCollaborativeDetail-orientedAdaptableCreativeWritten CommunicationPublic SpeakingCritical ThinkingBilingualMulti-taskingOrganizedInterpersonal SkillsTime ManagementAccountableLeadershipResults-orientedProject ManagementBudgetingCompassionate/ EmpatheticBefore we jump into which skills to put on your resume, we need to get some definitions out of the way:Hard skills are the tools and software you use to get your job done. Excel and QuickBooks are examples of hard skills.Soft skills are those that are hard to measure or prove expertise in. “Communication” is a textbook example of a soft skill.Quickly distinguish between hard and soft skills by asking, “Is there a specific tool or software associated with the skill?” If “yes,” you’re likely dealing with a hard skill. If not, you’re talking about a soft skill.As we explained earlier, companies often use an ATS to filter out job applicants based on whether they include the right skills on their resumes.The ATS filters are looking primarily for hard skills; they want to be sure the people they end up hiring know the right tools and software needed to succeed.This doesn’t necessarily mean you should exclude soft skills from your resume. Why? After the ATS scans your resume, it’s passed on to the human hiring manager. They’ll likely want to see soft skills depending on the kind of industry and role you’re applying to.Try out this quick guide to determine whether to put soft skills on your resume:If you answer “yes” to any of these questions, you should likely include soft skills on your resume (we’ll detail how in the next section). Is the role I’m applying to largely non-technical?Technical roles are those primarily dominated by hard skills (software engineering, data science, accounting, etc.)Can I demonstrate how I used my soft skills in past roles?Just listing soft skills on your resume isn’t as impactful as showing how you used them to do your job.Are there obvious soft skills I need to do my job well?For example, if you’re in sales or customer service, you need the ability to communicate persuasively with customers!Predictive Modeling (Finance)eQUEST (Energy)Crop Rotation (Agriculture)eZee Frontdesk (Hospitality)Google Classroom (Education)SQL (IT)X-ray Diagnostics (Healthcare)Mailchimp (Marketing)AutoCAD (Engineering)FlexibleSelf-starterWritten CommunicationConflict ResolutionAnalyticalDiplomaticTime ManagementAttentive to DetailsProblem-solvingNow that you know whether you should put hard skills, soft skills, or a combination on your resume, how do you actually include them?When it comes to your resume skills, the presentation can matter just as much as the content! Before we get to structure, a word of warning:Don’t list too many skills in your skills section! While it’s all right to dump all sorts of skills into your resume outline, it’s a big red flag to the hiring manager if they see a resume where an applicant lists 15+ skills.First, it might mean the applicant is exaggerating their skillset (a big no-no). Second, a hiring manager would rather hire someone who’s a master of a few skills than a novice in many.Different resume formats may display your skills in various ways, but regardless of the layout you choose, there are three places you should mention your most important skills: In your resume objective or resume summary (if you include this section)In a dedicated “skills” section on your resumeIn your work experience or projects (show how you used your skills to do your job)Your resume objective should only be two to three sentences, so you should include your top one to two skills most relevant to the job you’re applying for here. In addition to our objective sample below, we’ve got plenty more great examples of how to mention your best skills in your resume objective or resume summary.Organized, considerate administrative assistant with a history of remaining cool under high-pressure situations where multiple priorities are managed. Genoa Telepsychiatry is doing invaluable work for underserved housing populations, and I would be an asset in enabling Ms. Garcia to focus on that mission by alleviating her organizational burden.When it comes to skills for a resume, there are a couple of ways you can structure them:By skill category (technology type, soft skills vs. hard skills)Experience levelThese kinds of breakdowns aren’t mandatory. You can just list all of your skills in your skills section, provided you keep the number to under 10.First, you can break up your skills by category. This is most appropriate if you’re applying for a technical role since you can group different technologies you use by type.For example, as a data analyst, you might want to divide your skills by the different facets of your job (programming, modeling, and data visualization).This breakdown of your skills can also work well if soft skills are your biggest strength. For example, you can chunk your soft skills into categories like leadership, customer service, communication, etc.Another way to classify your skills on your resume is by your experience level. Convey your expertise either in terms of years of expertise with that skill or by a rating you choose (beginner, intermediate, expert, for instance).Here’s an example of this skills breakdown in action:And again, you can also just list all of your skills without categories like the example below if there are fewer than 10:Now that you’ve got your top one to two skills in your resume objective and a dedicated skills section, it’s time to talk about how you’ve used your skills in your previous roles and projects.This is especially important for soft skills. Put yourself in the shoes of the hiring manager.Does seeing that someone described themselves as “attentive to detail” in their skills section mean much without seeing that skill in action?It’s much more valuable if you highlight a time you were attentive to detail in a previous job. So, if you’re an administrative assistant, you might say you “re-organized thousands of customer contacts in HubSpot without losing any customer data.”Remember, it’s one thing to say you have a skill, but showing your knowledge of that skill in a work or personal project carries far more weight in the eyes of the hiring manager.Let’s make this practical with an example: This software engineer lists NodeJS and Django in her resume skills list.This won’t be the last we see of these skills, though. Take a look at this job seeker’s work experience at MarketSmart. For instance, see how she weaves NodeJS into improving CTR? And even her intern experience shows how Django played a role in increasing reporting speed.Pro tip: Try starting with specific work experience and then work backward to determine which skills you used instead of the other way around.Regarding technical skills, try to be specific about what you did with the tool/ software you’re describing. Microsoft Excel is a program that can be used for many different applications, for example. Discuss specifically which functionality you used to accomplish your task (pivot tables, vlookups, etc.).How can you identify the most common skills for the industry or role you’re applying for? The best way is to look at job ads for positions that grab your attention.Look across 5-10 different job descriptions for roles you’re interested in and identify the 10-15 most common skills in those job listings.For each specific role you apply to, choose the 5-7 skills from your list that are most relevant to that job.Generating resume skills with AI can help vault you into the top five percent of applicants and increase your chances of interviewing.Let’s walk through an example of how to customize your skills for a specific job.Say you’re looking for a position as a digital marketer, and after looking at some job descriptions, you notice the most common skills employers are looking for are the following:CRM: HubSpot, Salesforce, Microsoft Dynamics, PipedriveWeb Analytics: Google Analytics, Adobe Analytics, Mixpanel, HeapGeneral Tools: Microsoft Excel/ Word/ PowerPoint, Google Sheets/ Docs/ SlidesOptimization: A/B testing, customer segmentation, attribution modelingPaid Ads: Facebook, AdWords, LinkedIn, Google Display Network, retargetingSocial Media: Twitter, Instagram, Facebook, LinkedInEmail Marketing: Mailchimp, ConvertKit, DripSEO: Content creation, keyword research, backlink buildingNow, you’re specifically interested in a digital marketing role at Barnes and Noble with the following job description:ESSENTIAL FUNCTIONS:Develop and execute data-driven marketing strategies and campaigns with a strong focus on driving acquisition, engagement, and retention across multiple channels (e.g., SMS, mobile, email, social media, etc.) on time and on budget.Aim to generate revenue and deliver on key business objectives, ROI, and KPI targets.Own, measure, deliver, and optimize key metrics and reporting on marketing activities across channels and platforms.Identify trends and insights, optimize segments, spend, and performance based on data.Utilize strong analytical ability to evaluate end-to-end customer experience across multiple channels and customer touchpoints and work cross-functionally to drive qualified traffic, improve conversion, and identify new opportunities to boost user engagement and retention through A/B and multivariate testing.REQUIREMENTS:Minimum 5-7 years of digital marketing experience with a minimum of 3 years demonstrated success in mobile, email, social media, PPC, and SEM marketing from concept to completion with a proven track record of success.Results-driven mentality with exceptional detail orientation and knowledge of metrics, A/B testing, and ROI analysis.Experience with testing and optimization platforms.Strong track record of distilling actionable insights from data to improve multi-channel marketing strategies.In-depth familiarity with email service providers and knowledge of marketing automation platforms.Solid understanding of website analytics tools (Google Analytics, Amplitude, Appsflyer), email systems (Sailthru, Salesforce Marketing Cloud), and ad-serving tools (Adroll, Facebook.)Finally, we cross-reference our list of 10-15 skills with the skills this specific job is looking for (underlined above). This leaves us with the remaining five key skills:Optimization: A/B Testing, SegmentationCRM: SalesforceWeb Analytics: Google AnalyticsPaid Ads: FacebookSocial Media: Email MarketingThere you have it! These skills are what will make up your skills list for this specific role. Don’t forget to include the seemingly most essential skills in your resume objective (for this position, we’d say those are optimization and A/B testing) and mention relevant work experience where you used some of these skills.Remember, it’s important to be truthful about which skills you know and which you don’t. A good rule of thumb is to ask yourself whether you’d be comfortable being interviewed about a skill. If the answer is “yes,” then include it. Otherwise, it’s best to leave it off your resume. And for the grand finale to this digital marketing example: Check out how this resume integrates key skills into the career objective, skills section, and work experience.Giselle’s digital marketing manager resume is tailor-made for Barnes & Noble. How? Skills motivate every section of her resume.Starting with the most obvious section—the skills section—Giselle lists skills important to Barnes & Noble, grouping them in easy-to-read categories.Even though the job description asks for knowledge of Sailthru, Giselle doesn’t have this experience. Instead, she lists other email marketing skills, such as Mailchimp.Don’t be deterred, even if you lack experience in an area or two! Demonstrating a willingness to learn is highly valuable.The work experience section is a prime opportunity to showcase skills in action. Like Giselle, start with active verbs to show how you used skills, software, and tools to impact the company positively. We promised an extensive list of resume skills, organized by profession, and we’re not ones to break our promises!Below, you’ll find countless role-related skills you can put on your resume, along with informational tidbits for each profession.Remember that honesty is critical when you build a resume, so we stand behind a shorter list of genuine skills rather than a slew of half-truths you’ll blush over later in an interview.Web developers build the web apps we interact with in our everyday lives. From banking to transportation to Netflix, it’s hard to find a facet of life that isn’t touched by web development.We did an extensive analysis of the top web developer skills employers are looking for in 2025, and below are the results in order of those most in demand.Web developer resume examples JavaScript (React, Angular, Vue)SQL (MySQL, PostgreSQL, SQL Server, Oracle)HTMLCSSNoSQLAPIsCloud Storage (GCP, AWS, Azure)GitJavaPythonC#PHPRubyCompanies are currently swimming in large pools of data. Marketing, product, engineering, and executive teams all rely on data to make the most effective decisions in the face of uncertainty.That’s where data analysts come in. To be a successful data analyst, you need the right skills to clean, organize, visualize, and make actionable recommendations from data.We analyzed over 100 job openings and determined the most in-demand data analyst skills needed to get a data analyst position in 2025. Below are the results in order of the most popular skills.Data analyst resume examples SQL (MySQL, PostgreSQL, SQL Server, Oracle)Business Intelligence Tools (Tableau, PowerBI, Qlik, Looker)Excel/ Google SheetsPython (Pandas, Matplotlib, Scikit-learn, Numpy)R (Dplyr, ggplot2)SASJavaETLGitStatisticsNoSQLNo matter how great a product or website—unless a successful marketing campaign drives customers to that product, it won’t succeed.Marketers must strike a balance between creativity and science to reach the right people at the right time to make them customers.To do this successfully, marketers need a wide range of skills.Marketing resume examples When a customer has a problem or a question, they need to get a prompt and accurate answer to ensure they remain a customer.More than that, a strong customer service representative will build relationships with customers to help identify potential new features or directions to take a product.To do this successfully, you need a potent blend of people skills while also knowing the tools of the trade.Customer service resume examples No matter how effective a person is as an individual contributor, management is an entirely different job that requires an altogether different skill set.To be an effective manager, you must first understand and relate to your employees while ensuring company initiatives are hit on time. To get this done, you need a mix of different skills.Management resume examples Accountants are the unsung heroes of any well-oiled company. A company is only as successful as it can demonstrate through its financial reports.Accountants need to be wizards with reporting and data while maintaining a culture of rigorous organization. Accounting is a field that requires knowledge of particular hard skills.Accountant resume examples Project managers keep the trains on the rails. To be a successful project manager, you must know how to ensure deadlines are met on time and on budget.In this role, you’ll need the ability to communicate with diverse teams and technical knowledge to help engineers remove roadblocks they encounter that will prevent them from getting their job done.Project manager resume examples An effective salesperson can form meaningful relationships with new sales prospects very quickly.To be able to sell a new customer on your product or tool, you first need to intimately understand their pain points and what they’re trying to solve.In addition to solid soft skills, you need to know the technical tools to track and manage prospects through the sales pipeline.Sales resume examples When it comes to a career as an administrative assistant, there’s no skill more valuable than organization. How can you help others be at their best without ensuring all ducks are in a row?Of course, other skills are needed to succeed as an administrative assistant, and we’ve analyzed numerous administrative assistant job openings to determine the most in-demand skills for this career.Administrative assistant resume examples The value of nurses in our society has never been more apparent than during the COVID-19 crisis.A good nurse must have a rigorous understanding of the medical procedures and documentation they need to complete while also maintaining the soft skills necessary to build trust and understanding with patients.It’s a very tricky balance to strike. To help you pursue a new job in nursing, we compiled the most popular skills employers are looking for across a wide range of nursing disciplines.Nursing resume examples With the shift to remote learning due to the COVID-19 pandemic, the skills required to be an effective teacher from afar are also changing.Teachers now need to be more in tune with the technologies used for remote learning to reach students.Still, there are some skills required to be a great teacher that haven’t changed. Based on our analysis, here are the top skills schools want when they hire teachers.Teacher resume examples Software engineer is a broad, all-encompassing term. There are hundreds of specific disciplines within this umbrella that require different skills.Still, there are fundamental and common skills that all developers must have. First and foremost, you need to be able to program! We collected the most in-demand skills for software developers to help you make the best resume possible.Software engineer resume examples Business analysts combine skills from many areas to help drive outcomes that materially improve a customer’s core metrics.A BA is a great communicator, a robust data analyst, and an effective project manager. After a project is complete, the BA then has to be able to communicate the outcomes to the executive team.Business analyst resume examples When you’re a student, it can be challenging to know which of your skills you should highlight when applying for your first job or internship.It varies depending on the position, but at this point in your career, hiring managers don’t expect you to be an expert in all the tools you’ll need for the job.The key is to mention which skills you have some familiarity with and express an openness to learning on the job.College student resume examples High school student resume examples Data scientists are hybrid programmers and statisticians. It can be tough to figure out which of your technical skill sets should be the focus of your resume.Touch on your primary programming language and put context around the modeling techniques you use regularly.After studying over 100 data scientist job openings, here are the top skills employers are looking for in these roles.Data scientist resume examples When it comes to the skills you need to get your next job as a human resources manager, it’s important to demonstrate a combination of people skills (it’s in the job title, after all), but you also have to show command of the tools needed to get the job done.You should demonstrate which phases of HR you have experience in. Whether that’s recruiting, benefits, compensation, or a combination thereof, these should be clear.Human resources resume examples Product managers help steer the direction of a company by working to understand new features and products customers are looking for.A successful PM should have the technical skills to communicate fluently with engineers. They also need strong data analysis skills to determine whether new feature launches are working.Product manager resume examples Since recruiters are the first people prospective employees interact with in a company, they must have strong people skills.Outside of that, a recruiter needs to be familiar with using an ATS to keep track of candidates as they go through the application funnel.In addition, they need to know various tools to effectively source prospective candidates for a job opening.Recruiter resume examples As a Scrum Master, it’s vital you demonstrate which project management frameworks you have experience in on your resume.Scrum Masters help ensure project deadlines are hit by establishing and monitoring incremental goals along the way.Communication and management skills are must-haves, in addition to a few technical tools.Scrum Master resume examples As the name implies, a social media manager must show prospective employers they can use social media to drive customers toward a business.It’s not enough, however, to demonstrate experience with various social media platforms. You must also clearly understand data and analytics to prove that your campaigns can and will work for a business.Social media manager resume examples IT managers need to possess razor-sharp technical skills while demonstrating the ability to mentor and guide employees under their leadership.Since the number of potential technical skills an IT manager can have is vast, you must demonstrate a firm command of at least a few skills.On your resume, it’s much better to demonstrate expertise in a few skills than a weak command of a large number of tools.IT manager resume examples As you might imagine, designers need to convince the hiring manager reviewing their resume of their creative ability. This is usually done via a portfolio.Outside of your creativity, you also need to quickly and effectively communicate which tools you use to complete your design work. One of the first things a prospective employer will check is whether you have the technical skills they’re looking for in a designer.Graphic designer resume examples What skills to put on a resume?Your skills should directly correlate with the job you’re applying for so recruiters can tell what makes you special at a glance. Refer to the job description for keywords or mission statements that show what the organization values and what the job role emphasizes. Prioritize skills that relate directly to your profession over those that could enhance your qualifications for other fields.How many skills to list on a resume?Try to limit your array of abilities to just 6 to 10 skills per resume. If you have more to choose from, choose to meet the optimal resume skill range with abilities that specifically answer the call of the job description. You don’t want a skills list that looks too “hodgepodge,” so hone your skills to a trade-specific edge that demonstrates your expertise.What are soft skills to list on a resume?Soft skills are the tools you use to socially function with grace and efficiency. They refer to your interpersonal abilities like negotiation, communication, and team delegation (just to name a few!). Keep in mind that you don’t want to overdo your skills list and appear disorganized, so select only the most relevant soft skills to list. You can use them as context for your professional experiences.What are technical skills on a resume?Technical skills, or hard skills, can refer to anything from software proficiency to specialized actions or tasks you can perform that relate to your job. Physical technology or machinery, digital meeting programs, and the ability to interpret industry-specific data all count! These important skills show off your specialties and highlight your unique candidacy for the job role.How to list computer skills on a resume?Every skills list should be technical, but yours especially so: This is your opportunity to demonstrate your expertise instantly. By naming precisely which software programs you use (think: Adobe Photoshop, AutoCAD, or Salesforce to name a few) instead of generalizing, you effectively spotlight your skills ahead of time. Recruiters often skim the skills list first since they move fast, so seize the chance to align yourself with the job!Where should skills go on a resume? Honestly, that depends on you! Which of your resume sections is the strongest: skills, experience, internships, or stuff like your degree and academic achievements? Resume layouts with a side column can put your skills list in a highly visible space. If your experiences are super strong, you can also list your skills at the bottom of the page. Just make sure your best qualities are the most eye-catching! When you’re adding skills to a resume, you don’t just want to focus on what you’re good at. Instead, relevancy has to be part of the equation. After all, every job you’re trying to land requires a very specific skill set, one that you need to show that you have. Choosing the skills to put on a resume when you’re applying to a role isn’t something you should do haphazardly. Instead, you want to use the job description, company mission, and company values as a guide, creating a sense of alignment. Additionally, it never hurts to have a handy list of skills by your side, making it easier to explore your options. So, if you’re on the hunt for good skills to put on a resume, here’s what you need to know. There are two basic types of skillsets that a job seeker can have and include on their resume: hard skills or soft skills. Hard skills are the skills or abilities for a resume that are easily quantifiable…that can be learned through classroom work, apprenticeships, or other forms of learning. These include things like operating tools, computer programming, speaking foreign languages, or different kinds of technical prowess. Soft skills are more subjective and harder to quantify and are often grouped together by what we know as “people skills.” Some examples of soft skills include communication, relationship building, self-awareness, and patience. The debate rages on about which of these two types of skills is more important. According to executive consultant and Forbes contributor Naz Beheshti, “…There is an ongoing debate about the relative importance of soft and hard skills that imply a competition between the two. However, they are both necessary and complementary to one another.” On the one hand, job seekers with proficiency in a specific hard skill may get hired more quickly. Many employers want to hire people that can deliver value with fewer resources (ex., the need for training, etc.), making hard skills their priority. However, we are also seeing that many hiring managers are choosing to hire candidates with highly developed soft skills. Why? In the end, as Indeed puts it, “soft skills are necessary to create a positive and functional work environment.” Plus, hiring managers feel that they can always train the candidate in the hard skill that is required to complete the job, but soft skills are often skills that cannot necessarily be taught. So, what does this mean for you? Mainly that you can’t simply just pick one or the other and cross your fingers. Instead, the best strategy is to take a balanced approach and make sure that your resume contains both hard and soft skills. Here’s the deal; there’s a good chance you know what you’re good at in a professional sense. Often, you can use your experience, duties, training, and education as a guide, giving you a strong foundation. Then, it’s about diving a bit deeper, looking at traits that could help you stand out, and comparing it all to the job description. By using a simple process, you can make progress faster. Here’s a quick way to get started. As mentioned above, the easiest way to get a grip on your current skills is to reflect on your academic and professional experiences. Consider the tasks you’ve taken on, the training you’ve completed, and the courses you had in school. In most cases, that’ll give you some solid ideas about your hard skills. After that, it’s time for soft skills. Here, you want to think of traits or capabilities that help you engage with others and navigate professional relationships. Often, these are reflections of your personality, so use that as a jumping-off point. The next step is to take a look at the job description for the position you are applying for and make a list of the required skills it includes. Then, compare it to your capabilities. Are any of the skills on both of the lists you just created? If so, these are must-haves for your resume. Now, notice if there are any skills on the job description that you don’t have. If there aren’t any, great! But if there are…don’t panic. There are things you can do, which we’ll dig into shortly. If you’re dealing with a vague job description, you aren’t stuck either. Here is a link to a ton of job descriptions that can give you an idea of the skills needed. As you may have read in our other blog articles, it is always very important to “tailor” your resume to the company and position you want to land. For an in-depth look into how to make that happen, check out our Tailoring Method article. If you want a quick overview, the idea is to focus on capabilities the company wants to find. Every job requires a unique skill set, and you want to show you have it. As a result, it is absolutely essential that skills from the job description make an appearance on your resume. However, you also want to dig deeper. Spend some more time researching the company, including going through all of their various web properties, such as Facebook, Twitter, and YouTube pages. Why? Because they will leave clues about the types of people they hire. That gives you more ideas about the best skills to put on a resume to land a job there, particularly when it comes to soft skills you may not find in a job description. If you’re struggling with coming up with a list of skills based on your past experience, it can be easier if you have existing resume skills lists to work with. You don’t have to think up every possible skill; you can simply review the list and find the matches. Here is a list of resume skills examples, divided into hard skills and soft skills, that you can use when applying for a job. Accounting Advanced Bookkeeping Appointment Setting Automotive Repair Bilingual Budgeting Carpentry Cashiering Coding Cold Calling Computer Programming Conversion Testing Cooking Copywriting Customer Engagement Customer Service Data Analysis Digital Marketing Editing Electrical Engineering Environmental Cleanup Forklift Operating Graphic Design Heavy Machinery Operation HTML Installation JavaScript Landscaping Mathematics Medical Coding Paid Online Traffic Patient Care Photo Editing Picking and Packing Project Management Sales Schedule Management Search Engine Optimization Server Maintenance Social Media Spanish Fluency Statistical Analysis Systems Analysis Technical Support Telecommunications Systems Travel Booking Video Editing Website Design Word Processing Writing Accountability Active Listening Adaptability Agility Analyzing Brainstorming Business Etiquette Collaboration Communication Compassion Confidence Conflict Resolution Contextualizing Creativity Critical Thinking Decision Making Dedication Delegation Diligence Emotional Intelligence Empathy Flexibility Goal-Setting Handling Pressure Influencing Innovating Insightfulness Interpreting Leadership Logic Mediation Motivation Negotiation Networking Open-Mindedness Organization Patience Persuasion Planning Prioritization Problem Solving Relationship Building Reliability Resource Management Responsibility Self-Confidence Strategical Thinking Strong Work Ethic Teamwork Time Management Whether you need to possess a specific skill depends on the job and the skill in question. Usually, here’s where you have to be honest with yourself. If the skills required are part of the core competencies of doing the job, you may want to reconsider your application. For example, if a golf course posts a job posting for a golf pro, you probably shouldn’t apply if you’ve never swung a golf club. However, you will come across situations where what you bring to the table is close. In this case, moving forward might be okay. You need to be able to demonstrate, using examples from your past, that you are capable of doing the required skill, even if you haven’t specially done it. So, go over your work history with a fine-tooth comb and try to come up with a few examples of you doing something in the right ballpark. They are going to ask about it in your interview, so don’t think you can just wing it, and everything will be fine. JEFF'S TIP: If you can't think of a time when you clearly demonstrated the skill, try showing that you won't have a problem picking up the skill on the job. This can be done by showing examples from your past where you easily acquired other skills. This works especially well with hard skills. For example, you could say something like, "I don't have a lot of experience with Microsoft Excel, but in my last job, I had no experience with Adobe Photoshop and picked it up easily in a few days. I believe this shows my competency with regard to learning new computer programs." Also, many job descriptions have “nice-to-have” skills on the list. If you happen to possess them, great. But if not, don’t assume you shouldn’t apply if you have the must-have skills. In the end, those capabilities aren’t outright requirements, so don’t screen yourself out based on them. There are a few different schools of thought when it comes to deciding where to put (or how to list) the skills on your resume. According to our friends over at online resume-builder Zety.com, “…skills are so very, very important that they should show up all over your resume. Not just in the resume skills section.” In other words, it is imperative that there are elements of your skills throughout your resume, including your resume objective/summary and experience sections. In addition, there isn’t one right answer for where to include your skill section because that depends on the industry, company, and position you’re trying to land. For example, for a job where technical competencies are of the utmost importance, it is often beneficial to list the skills closer to the top of the resume, right underneath the resume objective or resume summary statement. However, if through your research you determine that the hiring manager will put more weight into your experience, you may want to lead with your experience. Then, put the skills section further down your resume. At the end of the day, the selection of the skills themselves is the most important thing. After all, most hiring managers will easily find your skill section regardless of where it is on your resume. When you’re looking for skills to put on a job application, you do have to treat it a little differently than skills for a resume. Usually, you’re working with a finite amount of space on an application, not just in an overall sense but in each applicable section. Since that’s the case, you need to lean heavily on the job description. Look for any capabilities that are listed as must-haves or that are repeated through the job ad. Then, make sure those skills are featured prominently in several areas, including in work history descriptions and skills areas. If you have to answer essay questions, discuss those skills there, too, whenever possible. Use any other relevant capability as a supplement, treating it as supporting information instead of the primary point you’re sharing. However, if an essay question asks about a skill that’s not in the job description, feel free to dig in a bit. It’s a capability that’s clearly on the hiring manager’s mind, so touch on it occasionally to show you shine in that area. If you were wondering, “What are some good skills to put on a resume?” you should now have a solid answer. The most important thing to remember is to select skills that are relevant to the position you are interviewing for and, more important than that, skills that your company puts a tremendous amount of value in. Once you get your skills straightened out, you should make sure that the rest of your resume is congruent with the skills you just selected, namely, that your experience shows that you both used those skills in a work environment and developed the skill with on-the-job tasks. Good Luck! — Co-founder and CTO of TheInterviewGuys.com. Jeff is a featured contributor delivering advice on job search, job interviews and career advancement, having published more than 50 pieces of unique content on the site, with his work being featured in top publications such as INC, ZDnet, MSN and more. Learn more about The Interview Guys on our About Us page. Want to make your resume stand out? The skills and abilities section is key. This part shows employers what you can do and why you’re the right fit for the job. Your skills and abilities are the tools you bring to a new role. They include both hard skills, like coding or accounting, and soft skills, like teamwork or problem-solving. A strong skills section can catch a hiring manager’s eye and move your resume to the top of the pile. Professional Skills by Category Highlighting your skills effectively on a resume can make you stand out to employers. Here’s a breakdown of key professional skills across different categories to help you showcase your strengths. Communication & Interpersonal Skills Strong communication skills are vital in almost every job. They help you work well with others and get your ideas across clearly. Examples Clear and concise verbal communication Active listening Persuasive writing Public speaking Conflict resolution Teamwork and collaboration Networking Empathy and emotional intelligence Cross-cultural communication Negotiation These skills show you can interact well with coworkers, clients, and customers. They’re especially important in roles that involve teamwork or customer service. Management & Leadership Skills Leadership skills are valuable even if you’re not applying for a management position. They show you can take charge and guide others. Examples Team motivation Decision-making Strategic planning Performance evaluation Mentoring and coaching Delegation Change management Conflict resolution Project management Resource allocation These skills prove you can lead projects, guide teams, and make tough choices. They’re crucial for supervisory roles and can set you apart in any position. Organizational & Time Management Skills Being organized and managing your time well are key to success in any job. Employers value these skills because they lead to higher productivity.   150 Example Phrases: Top Transferable Skills Every Company Wants Examples Prioritization Goal setting Scheduling Task management Meeting deadlines Multitasking Calendar management File organization Attention to detail Work-life balance These skills show you can handle multiple tasks and stay on top of your workload. They’re essential in fast-paced environments and roles with tight deadlines. Technical & Computer Skills In today’s digital world, technical skills are more important than ever. The specific skills you list will depend on your field, but here are some general ones to consider: Microsoft Office Suite Google Workspace Data analysis Programming languages (e.g., Python, Java) Social media management Database management Cloud computing Cybersecurity awareness Hardware troubleshooting Software proficiency These skills show you’re comfortable with technology and can adapt to new tools. Analytical & Problem-Solving Skills Employers value people who can think critically and solve problems. These skills help you tackle challenges and make smart decisions. Examples Data analysis Critical thinking Research Logical reasoning Troubleshooting Risk assessment Pattern recognition Decision-making Root cause analysis Strategic planning These skills show you can approach issues systematically and find effective solutions. They’re important in roles that involve strategy, analysis, or complex problem-solving. Creative & Design Skills Creative skills are valuable in many fields, not just artistic ones. They show you can think outside the box and come up with fresh ideas. Examples Graphic design Content creation Branding Visual storytelling User experience (UX) design Creative writing Presentation design Video editing Photography Innovative thinking These skills demonstrate your ability to create engaging content and solve problems creatively. Specialized Skills for Various Industries Different industries need unique skills. Here are some key abilities that can make you stand out in digital marketing, finance, and education fields.   What is a 9/80 Work Schedule? Examples, Benefits, and Drawbacks Digital Marketing & Social Networks Skills Digital marketing needs a mix of creative and technical skills. You should know how to use social media platforms and analyze data. Some important skills include: SEO knowledge Content creation Social media management Data analysis Email marketing PPC advertising Google Analytics Copywriting Brand strategy Marketing automation Knowing how to use tools like Hootsuite, Buffer, and Canva is a big plus. You should also be good at writing catchy headlines and creating eye-catching visuals. Finance & Accounting Skills Finance jobs need strong math skills and attention to detail. You should be good with numbers and able to spot errors quickly. Key skills include: Financial reporting Budgeting Risk analysis Tax preparation Auditing QuickBooks Excel expertise Cost accounting Financial modeling Regulatory compliance Being able to use accounting software is important. You should also know how to create clear financial reports and explain complex ideas in simple terms. Education & Teaching Skills Teaching needs patience and good communication skills. You should be able to explain things clearly and manage a classroom. Important skills include: Lesson planning Classroom management Student assessment Differentiated instruction Curriculum development Educational technology Special education Behavior management Parent communication Tutoring Tailoring Skills to the Job Description Matching your skills to what employers want is key for landing interviews. You’ll need to look closely at job postings and adjust your resume to fit each one. Read job listings carefully. Look for repeated words and phrases. These often point to the most important skills the employer wants. Pay attention to both hard skills (like coding languages) and soft skills (like teamwork). Make a list of the top skills mentioned. Rank them based on how often they appear. This helps you focus on what matters most to the hiring manager. Don’t forget to check the company website too. It can give you clues about their values and culture. This info helps you tailor your skills even more.   4 Common Misconceptions About Second Interviews Matching Skills with Employer Requirements Now it’s time to line up your skills with what the job needs. Go through your skills list and pick out the ones that match the job description. Put these front and center on your resume. Use the same words the job posting uses. This helps you get past applicant tracking systems (ATS) that scan resumes. It also shows hiring managers you’re a good fit right away. If you’re missing some skills, think about similar ones you have. These are called transferable skills. For example, if they want project management experience, talk about times you’ve led teams or organized events. Don’t forget to give examples. Instead of just saying “good communicator,” mention a time you explained a complex idea to coworkers or customers. Skills make a huge chunk of a potential employer’s decision to hire you. You might think this section of your resume is easy - you just list your skills and you’re good to go.But listing your skills the right way is a bit trickier.How do you know if you’re mentioning the necessary skills for the job or if you’re just giving the hiring manager irrelevant information? Don’t worry, we’ve got you covered.In this guide, we’re going to walk you through the process of putting skills on your resume from start to finish.You’re going to learn:What Are the Different Types of Skills?Why Should You List Your Skills on Your Resume?How to List Skills on a Resume12 Best Skills to Put on Any Resume 400+ Skills to Put on a Resume for Different ProfessionsLet’s dive in!Skills are the various abilities and attributes that you bring to the table when you’re applying for a job.Your skills can be your ability to do a specific task or solve a problem with some level of proficiency, and they’re typically divided into hard skills and soft skills.If you want to create an effective resume that catches the hiring manager’s attention, you need to mention both hard and soft skills.Let’s break down what each means:Hard skills involve the technical knowledge or know-how one can gain through experience, training, or education. While hard skills are essential for completing tasks in just about any job, they’re also teachable and easily measurable. For example: Machinery skills. Some fields require operating specialized machinery or equipment. (E.g., operating a road roller, pallet-stalker, forklift, or others.)Software skills. Depending on the field, you need to know how to use different software, such as the Adobe Creative Suite for designers or the Ableton Live Suite if you’re a DJ.Tools. If you’re a digital marketer, you’ll need to know how to use tools like Stethoscope, Google Search Console, Google Analytics, Ahrefs, and SEMrush.Languages. Being able to communicate in more than one language is an extremely useful skill. The more customers or teams you can communicate with, the more valuable you are as an employee. Some of the most sought-after languages today include German, Chinese, Spanish, and Arabic.Computer skills. Most jobs will require that you have at least some basic computer knowledge in MS Office and G-Suite, emailing, and presentations. If you’re a web developer, your hard skills will likely include more specialized software knowledge or proficiency in coding languages such as Python, C++, or PHP.Techniques. Different specialized techniques you’ve learned can be listed as individual skills. (E.g.: frequency analysis, crystallization, gamification, or even CPR and first aid.)Mathematics. A lot of professions, such as accounting and finance, require mathematical skills. If you’re applying for a position in a field that uses advanced mathematics, such as a research assistant, you should be more specific with the types of mathematical skills you have. (E.g.: statistics, trigonometry, calculus, algebra, etc.)Data analysis. Businesses are always looking for professionals who can gather and analyze data for various stakeholders and help make strategic decisions, making different types of data analysis a very in-demand hard skill….so, just about any field-specific skill is a hard skill you can list on your resume.The attributes and habits that describe how you work individually or with others are known as soft skills.Generally speaking, soft skills aren’t job-specific, so they’re transferable skills that indirectly help you adapt to the work environment and company culture. Some examples of the most in-demand soft skills include: Time managementCommunicationAdaptabilityProblem-solvingTeamworkCreativityLeadershipInterpersonal skillsWork ethicAttention to detailEmotional intelligenceConflict resolutionStress managementCritical thinkingOrganizationOpennessSoft skills are essential for just about any job out there.While some soft skills can be critical to doing your job well, such as communication with a customer support representative, others ensure that you get along with your coworkers and foster a positive work environment.Like hard skills, you can also learn how to develop soft skills, but it’s significantly harder. While you can acquire computer skills through a technical course, you’ll need to put in a lot more effort to develop your communication skills. For example, you would need to practice active listening in the workplace, learn how to notice nonverbal cues and practice your oral communication skills as much as possible to improve.There are three main differences between hard skills and soft skills.How you obtain them. You can obtain hard skills through work experience, education, training, and certifications. Soft skills, on the other hand, can be gained through life experience, both in and out of work.How you use them. While you apply hard skills directly to the job, soft skills usually come into play indirectly and may often complement your hard skills. For example, you may be a communicative marketer or an office manager with great leadership qualities.How you list them. Hard skills and soft skills should be listed separately on your resume, but unlike soft skills, hard skills can include your level of proficiency. You can say you’re an advanced user of Adobe Photoshop, but you can’t measure how creative you are in the same way.When it comes to your employability, both sets of skills are crucial for your resume.If a hiring manager is on the fence about two candidates with the same hard skills, it’s the soft skills that are going to tip the scales in someone’s favor.The skills section is one of the two most important resume sections, with the other being your work experience.In fact, 41% of hiring managers notice skills on your resume first.Let’s look at an example of a well-written skill section:At first glance, listing some skills on your resume looks easy.In reality, though, putting skills on your resume the right way is a bit more nuanced than that, and here’s why:Most companies nowadays use Applicant Tracking Systems (ATS) to help them go through the hundreds and thousands of resumes they receive every day.This software scans your resume for keywords relevant to the job you’re applying for, and if it doesn’t find them, the ATS automatically rejects your resume.For example, let’s say you’re applying for a job as a software engineer, and the job requires an expert level of proficiency in Javascript.If you focus on other programming languages and don’t mention Java as a skill on your resume, the ATS will probably discard it immediately.Resume statistics show that nearly 75% of resumes are rejected at this first screening stage, and they never make it to a hiring manager.But let’s assume the company doesn’t use an ATS, and your resume ends up on a hiring manager’s desk.There’s a good chance the hiring manager is only going to skim through your resume in less than six seconds, looking for the right set of skills.So, regardless of whether you’ll need to breeze past the ATS or the hiring manager, you have to mention the right skills.Now that you have a clear understanding of how important skills are, let’s talk about how you should list them on your resume.We’ve divided the process into a step-by-step guide you can follow, starting with:The key to an effective skills section is making sure the skills you list are relevant to the job.For example, if you’re applying for a job as a backend developer, the customer service skills you gained working as a server during college don’t belong on your resume.So, only list skills that are useful for the job you are applying for.Start by thoroughly reading the job advertisement to find out what skills to include on your resume.Job ads usually list a set of requirements or skills they expect from candidates. Take note of which skills and experiences you have, and remember to write them down on your resume.Let’s look at an example of a job ad for a line cook position in a restaurant:At Restaurant X, we are dedicated to delivering an exceptional dining experience that reflects the heart of French cuisine. We are currently seeking a skilled Line Cook to join our team for the summer season. This is an exciting opportunity to work in a fast-paced, prestigious environment under the mentorship of our acclaimed chef.Key Responsibilities:Efficiently prep ingredients for service, ensuring high standards of quality and freshness.Execute recipes to exact standards, contributing to the creation of signature dishes that delight our guests.Maintain meticulous attention to detail in the plating and presentation of each dish.Uphold the highest standards of cleanliness and sanitation in the kitchen before, during, and after service.Requirements:Proven experience as a line cook in a fast-paced kitchen environment.A passion for French cuisine and a strong desire to learn and grow within the culinary field.Excellent communication and teamwork skills, with the ability to work effectively under pressure.Knowledge of best practices for food handling, safety, and sanitation.From this job description, we can see that the restaurant is looking for someone who:Is committed to excellence and is highly professionalWorks well under supervision and as part of a teamHas experience working in a fast-paced kitchen environmentPays great attention to detail when it comes to cooking and presentationBased on this, some of the skills you should definitely mention in your resume include:Culinary ExpertiseFood PreparationKnife SkillsPlating TechniquesTime ManagementAttention to DetailSafety and SanitationTeamworkStress ManagementCommunicationDon’t mention skills that aren’t directly related to the job. For example, a line cook doesn’t need to list computer skills on their resume, even if those skills are relevant for most other jobs.Once you’ve identified all the right skills to add to your resume, create a dedicated “Skills” section to list them under.A dedicated section will help you pass the ATS, and it makes it easier for hiring managers to find the skills they’re looking for.Here’s an example of what a skills section can look like on a resume:We recommend keeping your resume skills section somewhere near the top of the page so that the hiring manager can see it quickly. Usually, they should go either next to or after the work experience section, depending on your resume layout.Next, here are a few tips you should keep in mind when listing your skills:Be specific. “Verbal and written communication” sounds significantly better than just “communication.” Sort your skills by relevance. Order your skills based on how crucial they are for the role. The more important skills should go at the top, and the nice-to-have ones should go after them.Format skills accordingly. Not everyone has dozens of skills they can show off on their resume, and that’s okay. If you don’t have a lot of skills, you can list both your hard and soft skills in a single section, just like the example we used above.Don’t lie or exaggerate. If you don’t have one of the required skills for the role or you’re not very experienced, just be honest. It goes without saying that you should never lie about what you can do. The employer will find out you lied eventually, your professional reputation will bear the consequences, and you could even lose your job.While some skills are hard to measure, others can be put on a proficiency scale.We recommend only using a proficiency scale for some hard skills, such as specific tools or software programs. Soft skills are difficult to measure objectively, so there’s no point in putting them on a scale.Here’s how to show your proficiency level:Beginner. You are just starting to learn this skill, or you haven’t practiced the skill through experience. This usually applies to students with no experience who only understand concepts through theories or classroom experience.Intermediate. You have applied this skill in practice, and you rarely need help with it, but you still have room to grow.Advanced. At this level, you know your stuff. You don’t need help with this skill anymore, and you can teach beginners how to use it.Expert. You’re a recognized authority when it comes to this skill, and you’re the go-to person if anyone has any questions.Only listing your skills in their dedicated section will get you so far. After all, everyone else is doing the exact same thing. If you want to take your resume from good to great, you need your most critical skills to make an impression from the get-go.This is where the resume headline and work experience sections come in.Your resume headline can be either a resume summary or a resume objective.The resume summary is a short, two to four-sentence-long paragraph that summarizes your resume. When done right, it shows the hiring manager your strongest selling points as a candidate right from the start.Here’s an example in action:But if you don’t have a lot of experience, you can use a resume objective instead.The resume objective is a two to three-sentence statement of your career intent that goes at the top of your resume. It can include a snapshot of your professional experience, skills, achievements, and professional goals.Here’s what it looks like:Both the resume summary and resume objective go at the top of your resume, either before or after your contact information section.Regardless of which resume headline you go for, the goal of this section is to pique the hiring manager’s curiosity and make them want to read your whole resume. You should always add one or two of the most necessary skills from the job description here.Once you’ve mentioned some of your top skills in your resume headline, you have to prove you actually have them.The best way to do that is by listing some impressive achievements in your work experience section and explaining how your skills helped you.Let’s look at what the work experience section could look like for the data entry specialist from our resume summary example:Achieve a 99% accuracy rate, surpassing departmental accuracy goals by 15%.Leveraged advanced organizational abilities to streamline data entry processes, reducing task completion times by 20%.Employed superior communication and interpersonal skills to resolve 95% of customer inquiries on the first contact, earning an Employee of the Month award.Managed and maintained a complex database of over 10,000 records, ensuring data integrity and accuracy through effective office management practices.Another section where you can back up your skills is your hobbies and interests section.If you have leftover space on your resume, you can use this optional section to list a couple of hobbies or areas of interest that relate to your skills.For example, let’s say you’re applying for a job as a writer, and the ad says you need to be creative, collaborative, and familiar with pop culture.In that case, if one of your hobbies is playing a popular tabletop role-playing game with your friends, like Dungeons and Dragons, make sure to list it.A hobby like that shows that you are genuinely creative, like writing for fun, and are capable of organizing with multiple people for a mutual goal.If you’re looking for your first job or if you’re making a career change, transferable skills are something you should make use of.Transferable skills are skills that aren’t directly related to the job you are applying for, but they’re still useful and likely relevant for most jobs.For example, if you’re writing a career change resume and you’re going from a role as a sales associate to a copywriter, there are several transferable skills you can list on your resume.Some of them include:Written communication. Both roles involve communicating through text. A salesperson needs to send cold outreach emails, while a copywriter has to write newsletter emails.Persuasion. A copywriter needs to create copy that drives sales, while a salesperson needs to be persuasive in person.Computer skills. Both jobs require some degree of computer literacy. For a salesperson, that might mean using Customer Management Software, while for a copywriter, that’s publishing content online.Now that you know how to put skills on your resume, it’s time to talk about which skills you should add.Every profession requires some role-specific hard skills. For example, a photographer needs to know how to use photo editing software like Photoshop. But when it comes to soft skills, a lot of them are universal across different industries.Soft skills are the skills that define your approach to work, how well you cooperate with others, and if you can fit into a company’s culture.And while the right soft skills for a job may be harder to point out, they’re just as essential in today’s job market. In fact, 93% of employers say that soft skills play a critical role in the hiring decision.There are very few, if any, jobs out there that don’t require at least some level of communication skills.So, let’s look at some of the most highly valued skills for any resume:Whether you’re a writer who needs to communicate a message to your readers, a marketing specialist who needs to communicate an advertising campaign to your client, or an employee who needs to communicate with a coworker to complete a task, communication skills are vital. Communication is a multi-faceted skill that includes several skills, such as: Oral and written communicationNon-verbal communicationActive ListeningPresentationPublic-speakingNegotiationPersuasionFeedbackDiscussionProblem-solving means you’re able to identify problems, find the root cause behind them, and come up with creative solutions.Considering there isn’t a single job where you won’t face problems in one way or another, problem-solving skills are a great asset to have.Throughout your career, you might have to troubleshoot technical glitches, resolve customer complaints, streamline processes, or drive strategic initiatives. In any of these cases, strong problem-solving skills will be crucial to your success. But problem-solving is a broad set of skills that can include:Analytical thinkingRoot cause analysisData gathering and evaluationCreative thinkingDecision makingStrategic planningRisk assessment and managementWhether you’re an IT professional debugging code or a manager implementing operational improvements, problem-solving skills let you tackle challenges head-on.When working with diverse groups, disagreements are bound to happen. So, having the skills to resolve conflicts in a constructive manner is extremely valuable in any organization.Conflict resolution skills are essential for managers addressing performance issues, HR professionals mediating workplace disputes, sales teams negotiating contracts, or coworkers with clashing personalities.This multifaceted skill involves:Impartiality and objectivityEmotional intelligenceAssertive communicationCreative problem-solvingPersuasion and influencePatience and composureOver 70% of jobs require medium-to-high-level digital skills. This means that computer and technical skills are priceless assets, even if your job isn’t centered around technology. So, computer skills are almost always a great addition to any resume.Here are some valuable computer skills for every professional: Office suites (MS Office, iWork)Social mediaDatabase managementWeb (Internet savviness, basic HTML, CMS)TroubleshootingEquipment installation and configurationFast TypingEffective research abilities are essential for making informed decisions and driving successful outcomes across any industry.Whether you’re conducting market research to identify consumer needs, gathering data to explore a scientific hypothesis, or investigating to build a legal case, strong research skills are invaluable.Some research skills include:Finding credible sourcesEvaluating information objectivelyOrganizing dataIdentifying patternsDocumenting and reporting findingsTeamwork skills enable you to work effectively with others towards a common goal.Since teams tend to drive most major projects and workplace initiatives, learning how to work well with others is essential to most jobs. You might be part of a project team, a committee, or just coordinate across departments someday.What you need for strong teamwork skills is:CommunicationActive listeningReliabilityFlexibilityConflict resolutionEmotional intelligenceMotivating othersProject management skills are usually associated with dedicated project manager roles, but in reality, that's not usually the case. Any

type of professional can benefit from strong project management skills.In a nutshell, project management skills involve being able to effectively handle resources, timelines, deliverables, and processes for driving projects to successful completion.Here are some of the most in-demand project management skills:Resource allocation and managementProject planning and schedulingRisk identification and mitigationLogistics and coordinationAction planningTask planning and prioritizationStakeholder managementLeadership includes both the ability to manage and inspire others. Managers are not always great leaders, but leaders almost always make good managers. People who are good at leading are emotionally intelligent, good communicators, and natural-born influencers. They can motivate others to reach their full potential and work together towards common goals. This makes leadership another great skill to have for many professions out there. Some important soft skills related to leadership include:Relationship-buildingMotivationCreativityCommitmentStrategic thinkingCoachingOrganizational skills are a set of soft skills that help you keep track of information, materials, and even your time in such a way that you can tackle short and long-term tasks efficiently.Organizational skills are among the top skills recruiters are looking for in 2022, primarily because they help employees be more productive, save companies time and money, and facilitate a more positive work environment. Here is what organizational skills consist of: Physical organizationPlanningSchedulingPrioritizationGoal settingTime management is the ability to effectively prioritize and organize your tasks and responsibilities.Needless to say, it’s a crucial skill in nearly every job, since being able to manage your time well allows you to increase productivity, meet deadlines, and maintain a healthy work-life balance.Time management includes:Task prioritization and planningGoal settingSchedulingTask delegationFocusingAvoiding and Ignoring distractionsAdapting to changing prioritiesStress managementA lot of the jobs out there involve dealing with customers. From customer support representatives to cashiers, customer service skills are a great asset to have in 2025. Particularly, that’s because it encompasses a number of other valuable skills, such as:Persuasion skillsPositivityProduct knowledgeAdaptabilityAttention to detailNetworking skills refer to how well you can build professional relationships and connections.It goes without saying that they're extremely useful for roles like sales, business development, or entrepreneurship, as a lot of the work involves meeting and engaging new people.However, these skills are also useful for roles where you don't expect to rely on professional networking as much.Take, for example, project managers. To be really effective, they need to:Understand the needs of stakeholdersCollaborate with various teams across the organizationBuild rapport with people at all levelsJust like most other skills on our list, networking skills are multi-faceted. They include:RespectConfidenceInterpersonal skillsEmpathyOpennessStill not sure which skills to mention in your resume? We’ve got you covered.We compiled a list of some of the most relevant skills on the market in 2025, for all sorts of different fields!If you happen to possess some of these skills, make sure to mention them in your resume. If not, it’s never too late to learn something new!Retail and sales are at the heart of successful business interactions.Despite the rise of technology, the essence of sales hasn’t changed much. People still need contact with each other, and even with channels of communication becoming digital, communication skills and empathy still take top priority in this industry.So, here’s a list of must-have skills for salespeople and retail workers:Customer Relationship Management (CRM)Cold-callingNegotiationMerchandisingProduct demonstrationPublic speakingInventory managementClosingLead generationBuyer-Responsive sellingBuyer engagementProduct knowledgePersuasionPoint of Sale (POS) proficiencyEffective communication and sociabilityEmpathySocial media and digital communicationTeamworkTime managementConflict resolutionListening skillsPersonalized sellingService-based sellingProblem-solvingPatienceFollow-up techniquesUp-selling and cross-sellingKnowledge of return and exchange policiesOrganizational skillsMultitasking capabilitiesCustomer service requires a specialized skill set centered around excellent communication and problem-solving. Success in this field relies on effectively managing various communication platforms and maintaining customer satisfaction through attentive service.Some skills crucial for any customer service representative include:Conflict resolutionActive listeningTelephone etiquetteData entry proficiencyCustomer needs assessmentCrisis managementMultitaskingTime managementEmpathyPatiencePersuasionTicket tracking systemsScripted responsesTechnical troubleshootingProduct knowledgeComplaint resolutionRecord-keepingStress managementTeam collaborationAdaptabilityDecision makingUnderstanding of privacy and confidentialityCustomer education techniquesFeedback collectionCall center operationsEmail EtiquetteLive chat managementHelp desk supportClient retention strategiesCultural sensitivityHospitality is all about making guests feel welcome and appreciated, no matter the setting - whether it’s a bustling hotel, a serene resort, or a cruise ship. Professionals in this field need to create memorable experiences for guests by providing impeccable service and making sure their every need is met with a smile.Some of the most sought-after hospitality skills are:Customer service excellenceEffective communicationForeign languagesProblem-solvingFlexibilityTime managementOrganizational skillsAttention to detailReservation managementEvent planningSpecialized software proficiencyFront desk operationsTour and activity coordinationGuest RelationsGuest information managementConcierge servicesCashieringConflict resolutionCultural sensitivityPersonalized guest experiencesSafety and security protocolsMarketing and upsellingTeamworkHealth and hygiene standardsLoyalty programs managementQuality controlEmergency response handlingEnvironmental sustainability practicesCPRCheck-in and check-out proceduresThe food and beverage industry is one of the most dynamic and fast-paced environments you can work in. Here, professionals have to continually adapt to customers’ changing preferences, stay updated on culinary trends, and provide exceptional service.Here are some skills that would look great on any food and beverage worker's resume:Menu planning and designRecipe developmentFood safety and hygieneCulinary artsPlate presentationPortion controlInventory managementCost control and budgetingWine pairingBartendingBeverage serviceDetailed menu knowledgeCustomer service excellenceOrder taking and processingTable setting and arrangementConflict resolutionFood preparation techniquesDietary restrictions and allergen awarenessStaff trainingQuality assuranceHealth and safety regulations complianceEvent catering managementCustomer feedback managementUpselling techniquesPoint of sale (POS) system operationKitchen equipment operation and maintenanceSchedulingOrganizational skillsCommunication skillsTeamworkLooking for more skills? Check out our server resume example here.With new technologies developing faster than ever, it’s essential to move beyond the basics of traditional marketing and advertising to succeed in the industry. New skills keep popping up, and even the biggest marketing executives out there need to stay up to date on the latest developments.So, here are some of the most important marketing and advertising skills for any level:Data analysisWeb analytics SEO/SEMHTML & CSSWordPressEmail marketingWeb scrapingCRO and A/B testingData visualizationPattern-finding through critical thinkingProject/campaign managementSocial media and mobile marketing Paid social media advertisementsB2B MarketingThe four P-s of MarketingConsumer Behavior DriversBrand managementCreativityCopywritingStorytellingSalesCMS ToolsDigital advertisingMultichannel marketingPublic relationsContent strategyMarket researchBudget managementCompliance and legal considerationsAffiliate marketingIf you work in an office setting, there are some skills you should know, regardless of your job. Whether you’re a secretary, office manager, or executive assistant, you can put these skills on your resume.Some basic administrative skills include:Microsoft OfficeGoogle SuiteFiling and paper managementData entryBookkeepingResearch and data analysisOffice managementTechnical writingCloud networking and file sharingTime managementOrganizational skillsPrioritization and task managementCommunication skillsCustomer service skillsMeeting planning and coordinationEvent managementTravel managementInventory managementDocument preparationConfidentiality and data protectionMinute takingReport generationMultitasking capabilitiesProblem-solving skillsCalendar managementExpense reportsReception dutiesCorrespondence handlingPresentation skillsProject management skillsHuman Resources is a field that needs a strategic blend of soft and hard skills.HR specialists are essential for managing diverse workforce needs and enhancing employee and company productivity in the long run.Here are some examples of HR skills that always come in handy:Emotional IntelligenceStress managementMotivation techniquesTask delegationTechnological savvinessPeople managementBusiness developmentStrategic managementNegotiation skillsPlanningRecruitment and selectionTraining and developmentPerformance managementKnowledge of compensation and benefitsEmployee relationsLabor law complianceOrganizational skillsSuccession planningHR analyticsDiversity and inclusion initiativesConflict resolutionChange managementEmployee engagement strategiesWorkplace safetyTalent acquisition strategiesPolicy formulation and implementationEmployee counseling and supportHR information systems (HRIS)Problem-solvingCross-cultural communicationBusiness professionals are increasingly vital to organizations since they offer operational support and strategic insights that can drive growth.Experts in the business industry need a broad set of skills to analyze trends, optimize processes, and predict future outcomes so their companies remain competitive and responsive to changes in the market.Here are some examples of skills any business professional could add to their resume:Strategic planningFinancial forecastingBudget managementProfit and loss managementMarket analysisTrend identificationCompetitive analysisRisk managementProject managementOperations managementLeadership and team buildingStakeholder engagementNegotiationSupply chain managementCRM software proficiencyERP systemsChange managementBusiness reportingCompliance and ethicsSales and marketing strategiesCustomer serviceBusiness writingPresentation skillsData visualizationAnalytical reasoningCloud computingE-commerce managementSocial media strategyDigital marketingInnovation managementThe days of filing financial data and taxes by hand are long behind us, and now there are countless digital platforms and apps you can use instead.So, it goes without saying that anyone working in finance or accounting should be familiar with the most popular skills and tools in the industry.Some examples include:Microsoft ExcelEnterprise Resource Planning Big Data AnalysisSQLKnow Your Customers (KYC)Cognos Analytics (IBM)Visual BasicAccounting SoftwareRevenue recognitionAnti-money launderingClear communicationGeneral business knowledgeNumerical competenceAccuracyAttention to detailFinancial reportingCost accountingTax preparation and planningFinancial modelingRisk managementInvestment analysisCredit analysisCash flow managementPortfolio managementCompliance and regulatory managementAudit coordinationStrategic planningProject financingMergers and acquisitionsFinancial forecastingNew technology is popping up every other day, and that’s a great reason for anyone working in IT to keep their skills updated.That said, if you are proficient in a programming language or two, you pretty much have a leg up on the competition.Here’s a list of some of the most useful skills for any IT professional out there:Programming languages (Python, Java, C#)Web development (HTML, CSS, JavaScript)Frameworks (React, Angular, Vue.js)Mobile app development (iOS, Android)Database management (SQL, NoSQL)Cloud computing services (AWS, Azure, Google Cloud)DevOps practices (CI/CD, automation)Containerization technologies (Docker, Kubernetes)Network security protocolsCybersecurity best practicesData analysis and visualizationMachine learning and AI algorithmsVersion control systems (Git, SVN)Agile and Scrum methodologiesSoftware testing and debuggingSystem architecture designAPI design and developmentPerformance optimizationIT project managementIT support and troubleshootingOperating systems (Windows, macOS, Linux)Scripting (Bash, PowerShell)IT infrastructure managementVirtualization technologiesIT compliance and governanceUX/UI design principlesSEO and web analyticsBlockchain technologyCommunication skillsProblem-solving skillsMore than any other profession, healthcare professionals need to stay updated on the latest technologies, medicines, and techniques.While the skills a registered nurse or other healthcare professional needs are countless and can be extremely specific to their specialization, the most basic skills boil down to:MathematicsCPRPaperwork/record-keeping abilitiesCompassionAdvanced Cardiac Life Support (ACLS)TelemetryAttention to detailPhysical endurance Acute careInfection controlSurgery preparationMedication administrationEmergency room carePsychiatric supportGeriatric healthPediatric nursingOncology knowledgePatient educationMedical software proficiencyPhlebotomy skillsVital signs monitoringWound carePalliative careObstetric and neonatal careMedical terminologyEthical decision-makingLeadershipTeam coordinationStress managementCultural competencyToday, knowing the basics of art and design isn’t enough. To get hired as part of a creative team, be it as a designer or illustrator, you need to know how to create content with different tools and for different channels, like the web and social media.Some of the most important art and design skills for your resume include:Graphic designAdobe Creative Suite (Illustrator, InDesign, Photoshop)DreamweaverInfographicsWeb and app development (HTML, CSS, UX/UI)Photo Editing Typography (spacing, line height, layout, choosing fonts)StoryboardingTargeting and marketing through visual communicationsLogo creationDigital printingIntegration of visual communication in social media platformsCreativityAttention to detail and aestheticsInteractive media designColor sense and theoryAd designActive listening3D modeling and animation (Blender, Autodesk Maya)Video editing (Adobe Premiere, Final Cut Pro)Motion graphics (Adobe After Effects)Print designPackaging designBranding and identity designEnvironmental graphic designExhibition designIllustrationSketching and conceptual visualizationUser interface designUser experience designPrototyping (digital and physical)Content management systems (WordPress)Accessibility standards for designCompositionCrafting and use of traditional mediaProject managementClient relations and communicationData visualizationAugmented reality (AR) designVirtual reality (VR) designYou might have three PhDs and still struggle to get the latest educational programs to work in front of your classroom. You’re likely missing some crucial skills for your field.Teaching methods have evolved, and so have the skills you need to be a teacher or professor at the top of your game. So, here are some essential skills if you want to work in education:Updated curriculum knowledgeResearch and data analysisCommunicationEducational platforms (Elearn)Stress managementTechnological and digital literacyPatienceCritical thinkingEnthusiasmMotivationLesson planningClassroom managementStudent assessmentsDifferentiated instructionEducational theory and practiceConflict resolutionTime managementLeadershipTeam collaborationProblem-solvingParent and community engagementChild psychologyEducational policy knowledgeStudent safety and welfareCareer counselingTechnology integration in the classroomRemote learning managementCurriculum adaptationEducational software proficiencyFeedbackDo you still have some questions about what skills you should put on your resume and how? Check out the answers to some of the most frequently asked questions here:Q — #1. What kind of skills should I include in my resume?Your resume should include a combination of two types of skills: hard skills and soft skills.Hard skills involve job-specific skills that are acquired through education, training, or work experience, while soft skills involve personality traits that can be indirectly useful at the workplace and help you adapt to the company culture better.Depending on your industry, some examples of hard skills you can list on your resume include copywriting, database management, graphic design, foreign languages, public speaking, and more.Examples of soft skills include communication, creativity, leadership, teamwork, time management, and conflict resolution.Q — #2. What top skills do employers look for?Currently, some of the top hard skills hiring managers are on the lookout for include blockchain development, SEO, virtual reality development, data analysis, artificial intelligence, business analysis, Java development, affiliate marketing, UX design, machine learning, project management, video production and editing, sales, and business development.The top soft skills hiring managers are looking for include creativity, collaboration, persuasion, adaptability, and emotional intelligence.Q — #3. How can I identify my skills?If you want to identify your skills, start by considering your greatest accomplishments. Have you been recognized for a specific achievement? What skills helped you do it? You’re probably still skilled in those areas.Next, consider asking friends and coworkers. Sometimes, it’s easier for others to recognize your strengths. If you’re new to the job market, you can ask former professors and classmates to give you some insight, too.Q — #4. Where do skills go on a resume?Your skills should go under a separate ‘Skills’ section on your resume, typically placed right below or next to your work experience section.That said, you should further prove that you have the skills you list in this section. Weave the most relevant skills for the job in other resume sections, such as the resume summary and your work experience sections, to show the hiring manager how those skills are put to use.Q — #5. How many skills should I include in my resume?The number of skills to add to your resume depends on the job you’re applying for, as well as your level of expertise and work history.If you’re a seasoned professional with plenty of job-related skills, you should definitely include them in your resume.As a rule of thumb, listing up to ten skills on your resume is typically a safe choice, as long as they don’t make your resume spill over to page two.Q — #6. What are the best skills for a candidate with no experience?If you’re a student with no experience and few job-specific skills, you can benefit from adding transferable skills to your resume. These are skills that can be applied to many jobs across several industries.Some examples of good skills for a no-experience resume include communication, organization, problem-solving, teamwork, adaptability, and computer skills.Q — #7. What are the top 12 skills to put on your resume?There are several skills that could go on just about any resume, regardless of your targeted job. These include both hard skills and soft skills that can be used in any industry.We recommend including skills like communication, problem-solving, conflict resolution, computer literacy, research, teamwork, project management, leadership, organization, time management, customer service, and networking.Q — #9. Does a CV need skills?There are a few differences between a CV and a resume. But for the most part, if you’re writing a CV for a job application, the structure should be similar to a resume.So, you should add a skills section to your CV and list skills relevant to the job you’re applying for. The only exception to this rule is when you’re writing an academic CV, in which case skills are optional or even discouraged.Q — #10. What’s the best way to list skills on a resume in 2025?To really impress with your skills in 2025, don’t just list some random skills under a separate section and call it a day!Instead, make them more credible by finding out more about the company culture, tailoring your skills to the job description, mentioning the most critical skills in your resume summary or resume objective, and using your achievements to explain exactly how you used your skills to your advantage.And that’s all there is to putting skills on a resume!By now, we’re sure you’re a pro and ready to impress the hiring manager with the skills on your resume.But before you go, let’s sum up the most important things we mentioned in this article:One of the most important sections on your resume is the skill section, and over 41% of hiring managers check it first.The skill section is crucial for making it past the ATS because some of the most important resume keywords are skills you should list on your resume.Skills are divided into hard skills and soft skills. Hard skills are technical skills you can gain through experience, training, or education, while soft skills can be attributes or habits related to how you work.Your resume should only list skills that are relevant to the job. Find out which skills these are by scanning through the job ad picking out the required skills that you have, and adding them to your resume.Some skills are universally useful across different professions, like adaptability, communication, and teamwork. The skills of your CV are arguably the most important section of all. It’s what employers will look at first and it’s what they’ll be basing their decision off of. A good skills section will be attractive to a potential employer, whilst a bad one could put them off without even reading the rest of your application.Writing a good skills section takes a lot of thought and time. You should spend a lot of time thinking about which skills you want to include, and then writing them in an effective way. In this article, we will help you write the best CV by guiding you through how to write a good CV skills section.So, let’s get into it… Here are a few tips and CV skills examples to help you craft the skills section of your CV.Firstly, when putting together a skills section, you need to decide whether you’re going to include hard skills or soft skills.These are the specific skills that you have that relate directly to the role you’re applying for. For example: If you were applying for a job as an electrician, then hard skills would be “I’m qualified to work as an electrician” or “I am qualified to install solar power.”Computer programsForeign languagesIT skillsProfessional qualifications (e.g., degree, certificate, etc.)Technical skills (e.g., graphic design, Microsoft Office, etc.)The most important thing to remember is that your hard skills should be specific and relate directly to the role you’re applying for. For this reason, you should always have a CV template so that you can plug and play different sections in depending on the job. For example, if you were applying for an engineering job , then you would include a specific CV engineering skills section.These are skills that are transferable and that you will be able to use in a large variety of different roles. For example: “I’m a quick learner” or “I have the ability to work well under pressure.”CommunicationInterpersonal skillsNetworkingRelationship skillsTeamworkSelf-management (e.g., time management, goal setting, etc.)Stress management (e.g., taking time out, prioritizing tasks, etc.)Work ethic (e.g., ability to work long hours without complaining)The most important thing to remember is that your soft skills should be transferable skills that you can use in many different roles. This means that these are skills that are useful beyond a specific industry or role. For this reason, it’s a good idea to have an 80/20 rule when putting together your skills section. In other words, 80% soft skills and 20% hard skills.You should be careful about including proficiency in software programs as these can become dated quite quickly. The same goes for foreign languages.Therefore, You should write both hard and soft skills in your CV, but more of one than the other depending on what type of job you’re applying for.It’s important to note that not all managers will care about technical skills, and you may have to display the same soft skills on your CV as you would for a more routine type job.A CV is a document that provides an overview of your work experience, skills, and education. When you send in your CV to apply for a job, it’s usually the first thing that the employer will see before they look at your application form. If you do not have any previous qualifications or are just starting out in the workplace, then it is likely you will include skills from vocational courses such as First Aid at Work or Emergency Life Support.Here is how the skills should be placed in the right order with good presentation:To identify your best skills, you need to think about the evidence you have that supports the skills that you claim. This should include official documents, awards or certificates from work or school, and examples of how you’ve used specific skills.It could be a good idea to use some form of a mind-mapping tool like MindMeister to help put all of this together. Mind-mapping is highly effective for visualizing complex information and involves linking together different ideas through clear connections.You can then organize your thoughts so that you can clearly see what your best skills are. This will make it easier to highlight the most important skills.It’s also useful to create a list of the best skills you have when doing this exercise as it could help you decide which ones to highlight in your CV.Be realistic with your hard skills. If you are claiming to be good at something that’s completely unique to you, then other employers may find this difficult to believe.If your hard skills are related to the role you’re applying for, then make sure you include it in your section.Similarly, try to avoid claiming to be an expert at anything.If you’re having difficulty identifying your best skills, ask friends or family members for feedback.You may need to do some research on what soft and hard skills are important for the industry you want to work in.Try different techniques for brainstorming your best skills. For example, you could try mind mapping , mind writing , word association or drawing pictures .The importance of your hard and soft skills should be about the same. A good rule of thumb is 80% hard and 20% soft skills.Make sure you write down as many skills as possible so that you have a complete picture of your skills.Try to highlight your best skills in bold and most important ones in italics.The skills section of your CV is often referred to as the “Hobbies & Interests” section. You need to be careful about how you write this, as some employers may take a negative view of people who have a large number of hobbies or interests. Therefore, it’s best to highlight the ones that are relevant.Showcase your hard skills first so they will stand out from the other items on your CV.If you have a hobby that involves skills, then include it in your CV. This will make it much easier for recruiters to see that you can transfer what you’ve learned in your hobbies in the workplace.Try to avoid writing a single line for your skills as it will look very poor on your CV. Instead, aim to write at least four or five lines.Try to include more than one skill in each section. This will help recruiters understand that you have a broad range of skills that fit with the role you’re applying for.If you’re having difficulty selecting which skills to highlight, take a look at your CV and ask yourself which things or experiences stood out to you during the process of looking for work.Try to avoid writing over one page as this can make it look like you’re trying too hard and not being casual about it.Make sure your grammar, spelling and punctuation is good. This will show that you are attentive to detail and care about the quality of your work.Don’t list hobbies that aren’t relevant to the job or industry you want to work in.Difficult to Obtain – These are the skills that are special or unique. If you can walk into an interview and tell recruiters about something you’ve done that they haven’t heard before, you’re ahead of the crowd. This could be something as simple as organizing a sports team or being on a charitable committee, but what’s important is that it stands out from other people’s experiences.Relevant – These are skills that a lot of people have, but not necessarily the skills you need to be successful in the job or industry you want to work in. These might include basic administration tasks, such as how to deal with a customer complaint correctly.Transferable – These are skills that can be used in many different roles and industries. You don’t need to be very good at something if it will allow you to apply for and go into lots of different jobs.Works Confidently – This is a very important skill. It shows that you are prepared to take control of a situation or project. Recruiters want to hire confident people so if it looks like you’ve been hired because of previous work experience, consider whether you are confident in your ability to get the job done and make decisions.Active – This is essentially the opposite of “Works Confidently”. If you’re not interested in exploring how your skills can be applied, then don’t put this skill on your CV in big letters.You may think that if you’re a hard worker, it should be easier to pick out your best skills and highlight them. Unfortunately, this isn’t true. Some of the most important skills are the ones that you have no idea how to use or they are very different than what you’re looking for in a job. In this case, it’s much better to list the skills that you find easiest to understand. This will make it easier for recruiters to decide what skills you should highlight.Firstly, write down all the skills that you know how to use. If you’re not sure about something, ask a friend or family member if they can help you find out more information about it.Secondly, think about the difficulty of each skill in relation to looking after a dog and helping someone with an injury. If it’s very easy, then it may not be highlighted on your CV – perhaps place it in a skills section at the bottom of the page. If it’s very difficult, then consider putting it at the top of your skills section.When looking for a new job, don’t make the mistake of not considering each skill that you have in the same way as Hiring Managers do. It’s true that not all skills are relevant to everything, but you can use the following tips to help you decide how important each skill is.Consider how easy or hard it would be for you to learn or use this skill in your next job or career.Consider what skills are needed for you to be successful in the job or career that you want to have.Think about how often this skill is used in your ideal role and industry and other roles within the same industry.Consider the profession that you’d like to work in and the industry that you are looking for. You might find that one skill is relevant to all industries, but that it can’t be highlighted on your CV because it’s not needed in every industry.Think about how useful this skill is for other jobs or careers. If it’s too specific, then you may need to narrow it down or leave it as a hobby/interest.Here is the list of popular and most used soft and hard skills to put on a cv. A cv should show your enthusiasm, interest, and knowledge in certain skills. Check this and use them in your cv.Effective communication is often the key to any job. Communication skills are vital in order to be successful at work. Communication skills also have been found to increase job satisfaction and contentment. Having a good ability to communicate can make a great difference between whether or not people decide to take up a job offer. A person can include his communication skills in their CV by highlighting their communication skills and how they have helped develop them in the following ways:Written communicationActive listeningPublic speakingListening skillsReading abilityWorking cooperatively in a team is important for everyone, but especially so when it comes to leadership positions. In a team, you need to be able to compromise as well as motivate others, while knowing your own strengths and weaknesses when it comes to the team’s goals. Skills that you can show when it comes to teamwork include:CooperationAdaptabilityReliabilityEmpathyA successful negotiation can help you get a job or a higher salary. Knowing how to negotiate is a skill that will increase your chances of success in any career. Being able to negotiate will make you feel more confident and enable you to speak up for yourself without feeling intimidated by others. Knowing how to negotiate will also help you in situations that are outside the office. Negotiation skills are an important part of any job and could include:Creative problem solvingAppropriate compromiseDealing with difficult peopleDecision makingFlexibility of mindLeadership capabilitiesStrategic thinkingTeamworkA person’s ability to manage their time well is important for both personal and professional life. Being able to manage your time effectively will lead to increased productivity and efficiency. Having good time management skills will also ensure that items are completed on time. Individuals are often faced with the challenge of learning how to manage their time well. A person can show these skills by highlighting his or her ability to manage their time and how this contributed to their success in the following ways:Agreeing on deadlines with work colleagues whether this is in the office or outside of work.Organizing projects so they run smoothly without last minute panic.Dealing with unexpected problems that impact deadlines.Planning and prioritizing daily tasks.A person can easily demonstrate their management skills by highlighting their ability to achieve success as a member of a team. It’s important to show that you are capable of working with others and taking on the role of a leader as it shows that you have great people skills. This can be done by adding the following skills to their CV:CreativityDelegationConsistencyTeamworkContinuityPlanningQuick decision makingPlanning and organizing skills are important components of efficiency. In order to be successful at work, planning and organizing is essential as these are key characteristics required for every work environment. Planning and organizing skills are particularly important in order to manage to-do lists effectively. This can be demonstrated by highlighting how the following skills have contributed to your success in the following ways:Managing your time effectivelyPlanning tasks and projectsOrganizing paperworkEstablishing a routine for daily tasks.Being detail-orientedManaging multiple tasks at onceTeamwork is often a key component in getting the job done. A person’s ability to work cooperatively with others is also important for leadership positions, as well as ensuring that tasks are accomplished among a group of people. The following skills are important for teamwork:CooperationAdaptabilityReliabilityEmpathyProblem-solving skills are an essential part of any job role. The ability to solve problems effectively can lead to the resolution of tense situations and ensure that projects are completed on time. Being able to develop solutions to problems will also make you feel more confident in your abilities throughout your day. Sometimes the best solution to a problem doesn’t come immediately, so it is essential to raise these issues with your colleagues. Problem-solving skills can also be demonstrated by highlighting your ability to ask questions and think outside of the box when it comes to solving problems or getting creative with solutions.Thinking outside of the boxCollaborationFlexibilityCreativityQuick decision makingDecisivenessPlanningLooking for alternatives in a situation when they are needed.One of the most important skills to have in your job is financial planning. Why? That’s because financial planning enables you to save money and make wise choices that will lead to a long and prosperous life. It teaches you how to stay away from debt, manage finances, and save for a rainy day. Here are some ways financial planning can be demonstrated in a CV.Using cash management systems to track your expendituresBudgeting and planningCreating a savings planPaying off debt and other financial obligations on time.Compiling an annual financial statement and analyzing it to find ways to improve it.First and foremost, it is important to have a computer or laptop so you can write a CV that will be accepted. The following are some computer skills that will be very helpful and will enable you to write a CV that gets you accepted:Using MS WordBasic Internet NavigationMicrosoft ExcelInternet researchE-mail communicationTime management skills are not only necessary for personal life and work history, but also in a small business. The ability to manage time well will enable you to be productive, efficient, and stay on top of your emails. You will also notice that having good time management abilities can have a positive impact on your mood and attitude towards the workplace. Time management skills are a crucial skill to have and can be demonstrated by highlighting the following:Workload managementMulti taskingJuggling a number of tasks at onceManaging deadlinesOvercoming procrastinationDelegating tasks to others effectively.Critical thinking is very important in today’s world where almost everyone is under pressure after job cuts and social security cutbacks. It is important to be able to think critically in order to solve problems and come up with solutions quickly. Critical thinking skills can be demonstrated by highlighting the following:Analyzing informationPlanning out a strategySolving problems and finding solutionsDealing with difficult people.Making decisions that benefit the group as a whole but do not hurt yourself financially.Customer service skills are a crucial part of any job, especially when it comes to finding a job in the customer service sector. Having these skills will enable you to handle customers with professionalism and show that you have what it takes to be successful in your chosen career.The following are some key customer service skills that should be included in a CV.Handling customer complaints and inquires on the phoneResponding to emails in a timely mannerDealing with sales calls and getting “customer satisfaction” (being patient).People skills are the key to success at any job and are often highlighted by people who have been successful in their careers so it is important to highlight these if you want to be successful. The following are just some of the ways people skills can be demonstrated in a CV.Initiating conversations in order to network professionallyHandling groups and meetings wellDealing with people who may be difficult to handle.Dealing with difficult situations and communicating effectively with others.Self-motivation is a key skill that will enable you to get the job done on time, despite the obstacles. Self-motivation can be demonstrated by highlighting the following:High level of work ethicBeing able to keep busy when things are difficultTaking on extra tasks and accepting work when offered.Developing a drive to succeed.The best skills to include are those that demonstrate how you add value to and solve problems for the company.Because of their breadth, soft skills tend to be more impressive than hard skills on a CV.The best skills are those that are quantifiable, can be used in a sentence, and represent something a company is trying to do (i.e., “improving sales” is better than “sales experience”).The best skills to keep at the top of your CV are things that you can demonstrate within 10 seconds of being asked.Most people have a tendency to put down what they think a company wants to see when they’re writing their CV, as opposed to what would actually benefit the company.Interested to write a stand-out CV so please check our examples of good CV template for your reference. Also, use our free CV builder.What are some good skills to put on a CV?Some examples of skills that can be put on a CV are:1. Communication skills2. Organizational skills3. Leadership skills4. Problem-solving skills5. Interpersonal skills6. Computer skills7. Foreign language skills The terms “skill” and “competence” are often used interchangeably, but there is an important difference. While a competence is a combination of knowledge, skills, and personality traits. This means a skill is only one of the elements that make up a competence. In this blog, we’ll take a closer look at skills, their definition, skill types and examples, as well as how you can use AG5’s skills management software to easily track and manage them. A “skill” is an individual’s ability to perform a specific task or solve a problem at a high level of proficiency. [1] They are acquired through: Education. Formal instruction from an educational or technical institute. Often, education is more theory-based Training. Targeted instruction or practice that is focused on a specific skill or skill set. Training is usually more practical than education Experience. The practical application of both training and education. Experience involves hand-on participation in real-world situations related to the skill or skill set There are various types of skills. Let’s take a look at a few of those categories in the section below. Skills are diverse and can be categorized into various skill types. [2] Here, we’ve listed five broad categories of skills, as well as what they encompass. Soft skills Soft skills are those related to interpersonal and communication abilities. Typically, soft skills are non-technical, instead focusing on effective: Communication Collaboration Relationship-building Hard skills Hard skills are specific, measurable abilities that are typically acquired through: Formal education Training On-the-job experience Hard skills are often easier to assess than soft skills, as they are job-specific and focus on technical proficiencies. Transferable skills Transferable skills can be applied or adapted to other areas. They aren’t tied to specific roles or industries, and as such can be used in different: Roles Industries Situations Depending on the role or industry, there may be some overlap between soft skills and transferable skills – or even hard skills and transferable skills. Personal skills Personal skills – which are also known as personal qualities or traits – relate to an individual’s: Character Behavior Personality Personal skills are inherent to an individual, and can influence their interactions, decision-making, and success (both professionally and personally). Knowledge-based skills Like hard skills, knowledge-based skills are also usually acquired through education, training, or experience. Whereas hard skills focus on practical, measurable abilities, knowledge-based skills involve understanding a subject’s or profession’s: Concepts Theories Principles There may be a bit of overlap between knowledge-based skills and hard skills, depending on the role or industry. Above, we explored five broad skill categories. Now, we’ll dive further in, looking at a few examples of specific skills [3] that fit into them. For the sake of relevancy, we’ll look at most of these examples through the lens of the skills that are useful in the manufacturing industry. Examples of soft skills The following are examples of soft skills. Communication. Conveying information effectively through verbal, written, and nonverbal means to foster understanding and collaboration. Teamwork. Collaborating with others towards shared goals, valuing diverse perspectives, and contributing positively to group dynamics. Problem-solving. The ability to analyze complex situations, identify challenges, and devise practical solutions through critical thinking and creativity. Adaptability. The ability to adjust to new situations, environments, or changes in priorities while maintaining performance and resilience. Emotional intelligence. The ability to understand one’s emotions and empathize with others’ feelings. Examples of hard skills The following are examples of hard skills. Machine operation. Operating manufacturing equipment efficiently and safely according to standard procedures and specifications. Quality control. Inspecting products to ensure they meet quality standards and identifying defects for corrective action. Lean manufacturing. Implementing practices to minimize waste, optimize processes, and enhance efficiency throughout the production cycle. Welding. Joining metal components using heat and pressure techniques to create strong and durable connections. Industrial automation. Programming and operating machinery and robotics systems to streamline production processes and increase productivity. Examples of transferable skills The following are examples of transferable skills. Analytical thinking. Applying logical reasoning and data analysis to assess production processes, identify inefficiencies, and propose improvements. Project management. Planning, organizing, and overseeing manufacturing projects from conception to completion, ensuring they stay on schedule and within budget. Technical problem-solving. Troubleshooting technical issues related to machinery, equipment, or processes to maintain smooth operations and minimize downtime. Attention to detail. Thoroughly inspecting products, materials, and processes to ensure quality standards are met and defects are identified and addressed promptly. Technical documentation. Creating and maintaining detailed documentation such as operating procedures, manuals, and specifications to facilitate training and ensure consistency in manufacturing processes. Examples of personal skills The following are examples of personal skills. Resilience. The ability to adapt to challenging situations and bounce back from setbacks, maintaining productivity and morale on the production floor. Initiative. Taking proactive steps to identify opportunities for improvement, suggesting innovative ideas, and driving positive change. Attention to safety. Prioritizing safety protocols and procedures to ensure a secure working environment for oneself and colleagues, reducing the risk of accidents and injuries. Dependability. Consistently fulfilling responsibilities, meeting deadlines, and delivering quality work, contributing to overall team reliability and effectiveness. Mechanical aptitude. A natural inclination and understanding of mechanical systems and processes, enabling effective troubleshooting and maintenance of machinery and equipment. Examples of knowledge-based skills The following are examples of knowledge-based skills. Materials science. Understanding the properties and characteristics of different materials used in manufacturing processes, including metals, plastics, and composites. Quality Management Systems. Familiarity with quality standards such as ISO 9001 and techniques like Six Sigma for ensuring product quality and continuous improvement. Supply chain management. Knowledge of logistics, inventory control, and procurement processes to optimize the flow of materials and components throughout the manufacturing supply chain. Regulatory compliance. Awareness of industry regulations and standards related to safety, environmental sustainability, and product labeling to ensure legal compliance and mitigate risks. Process engineering. Understanding manufacturing processes, such as casting, machining, molding, and assembly, and their optimization. In any given organization, there could be hundreds or thousands of employees, each with specific skill sets. To effectively track and manage those skills, you will need certain tools and strategies. Skills matrices, for example, are useful tools for mapping and tracking your staff’s skills and competencies. You can download one of our free, basic Excel skills matrix templates – or take a look at our skills matrix database, which offers hundreds of pre-populated, industry-specific skills matrices that are free to download and use. However, once you fully commit to skills management in your organization, you may find that spreadsheet-based skills matrices are too complicated and error-prone. That means it may be time to turn to skills management software such as AG5, which you can use to: Identify critical tasks and requirements quickly and easily, and align your workforce accordingly Find skilled or qualified replacements should an employee be out sick or leave the company Easily track training progress for various certifications and skills Ensure employees are consistently and constantly developing And much more Want to see it in action? Schedule a free, live, 15-minute demo of AG5’s for a custom look at how our skills management software will help you manage and track skills across your organization. # Source title Description Publication Retrieved Source URL 1Defining ‘Skill’ and ‘Competence’.EU-April 23, 2024 5 Types Of Skills.Helpful Professor-April 23, 2024 Are Skills?Indeed-April 23, 2024 .. Defining ‘Skill’ and ‘Competence’. EU. Retrieved April 23, 2024, from The 5 Types Of Skills. Helpful Professor. Retrieved April 23, 2024, from What Are Skills?. Indeed. Retrieved April 23, 2024, from Rick van Echtelt is the Co-Founder and CEO of AG5, where he leverages over two decades of experience in entrepreneurship and developing skills management software. Read author profile

- resume summary examples for freshers
- http://shijinfoods.com/tmp/files/92fc73cc-5b24-43fa-9e1f-1a4a320221b7.pdf
- new holland l555 hydraulic oil capacity
- http://www.pzts.cz/upload/files/semutumogugafaf-bazebeded.pdf
- the little seagull handbook (third edition) pdf
- xahu
- latest ashrae standards hvac
- luneyoxi
- http://dent-pro.cz/pic/file/903e6507-7b08-466a-bc71-9e83ce665f10.pdf
- fumadeva
- http://jejumaul.com/upload/fckeditor/file/38710559836.pdf