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Job skills and abilities examples

By strategically selecting and presenting your skills on a resume, you can demonstrate to potential employers that you are the ideal candidate for the job. In this article, you will find example phrases to showcase skills, abilities, and achievements. From soft skills like communication and teamwork to technical skills, we will provide you with a wealth of options to help you create a resume that stands out from the crowd. Examples of Skills and Abilities Technical and Soft Skills Technical skills are specific abilities you've learned, like using software or operating machinery. Soft skills are personal traits that help you work well with others. Both are important to showcase. Examples Proficient in Microsoft Office Suite Experienced with customer relationship management (CRM) systems Skilled in data analysis and visualization Fluent in Spanish and English Expert in social media marketing Certified in project management Strong leadership abilities Excellent teamwork skills Creative problem-solver Detail-oriented and organized Related: 80 Soft Skills Examples for a Resume 80 Technical Skills Examples for a Resume Communication and Relationship Building Good communication helps you work well with others and get your ideas across. It's a vital skill in any job. Relationship building helps you create strong connections with coworkers and clients. Examples Clear and concise written communicator Confident public speaker Skilled at building rapport with clients Experienced in conflict resolution Effective at giving and receiving feedback Proficient in cross-cultural communication Skilled negotiator Experienced in team building Adept at networking and relationship management Problem-Solving and Decision-Making Employers value people who can tackle challenges and make smart choices. These skills show you can handle tough situations and find solutions. Examples Analytical thinker Skilled at root cause analysis Experienced in developing innovative solutions Proficient in data-driven decision making Adept at risk assessment and management Skilled in strategic planning Experienced in crisis management Proficient in process improvement Skilled at identifying and addressing inefficiencies Capable of making decisions under pressure Adaptability and Flexibility The work world changes fast. Showing you can adapt and be flexible makes you valuable to employers. It proves you can handle new challenges and learn quickly. Examples Quick learner of new technologies Comfortable working in fast-paced environments Able to pivot strategies based on new information Skilled at managing multiple priorities Open to constructive feedback and continuous improvement Experienced in change management Adaptable to diverse team dynamics Flexible in taking on new responsibilities Capable of working effectively in ambiguous situations Resilient in the face of setbacks Time Management Mastery Managing your time well helps you get more done and meet deadlines. It's a skill that can make you stand out in any job. Examples Skilled at prioritizing tasks effectively Experienced in meeting tight deadlines Proficient in project scheduling and timeline management Adept at delegating tasks efficiently Skilled in time-blocking techniques Experienced in using productivity tools and software Capable of balancing multiple projects simultaneously Proficient in creating and following action plans Skilled at estimating time requirements for tasks Experienced in optimizing workflows for efficiency Professional Experience Examples Your professional experience section showcases your work history, achievements, and skills that make you a strong candidate. Here are key areas to focus on when crafting this part of your resume.   12 Detailed Examples: Follow-Up Email After an Interview Incorporating Leadership Skills Even if you haven't held a management position, you can show leadership in other ways. Think about times you've guided projects, mentored colleagues, or taken initiative. Examples “Led a team of 5 in completing a critical project ahead of schedule” “Mentored 3 new hires, helping them integrate into the team” “Spearheaded a company-wide sustainability initiative” “Organized and facilitated weekly team meetings” “Delegated tasks effectively to meet tight deadlines” “Motivated team members to exceed quarterly goals” “Resolved conflicts between departments to improve collaboration” “Championed new ideas that increased productivity by 15%” “Guided the implementation of a new customer relationship management system” “Stepped up as acting manager during supervisor's leave” Showcasing Teamwork and Collaboration Examples “Collaborated with marketing team to launch new product line” “Partnered with IT department to improve internal communication systems” “Worked closely with clients to understand and meet their needs” “Contributed to cross-functional projects that increased efficiency” “Fostered a positive team environment through open communication” “Participated in company-wide initiatives to improve workplace culture” “Shared knowledge and best practices with team members” “Supported colleagues during high-stress periods” “Actively sought and incorporated feedback from team members” “Built strong relationships with vendors to ensure timely deliveries” Describing Project Management Proficiency Examples “Managed a $500,000 budget for a 6-month project” “Coordinated resources across 3 departments to meet project goals” “Developed project timelines and ensured on-time completion” “Used Agile methodologies to improve project efficiency” “Identified and mitigated risks throughout project lifecycle” “Created and maintained project documentation and reports” “Led daily stand-up meetings to track progress and address issues” “Utilized project management software to streamline workflows” “Managed stakeholder expectations through regular updates” “Successfully completed 5 major projects within budget and timeline” Highlighting Career Accomplishments Your accomplishments set you apart from other job seekers. Use numbers and metrics when possible, to show the impact of your work. Examples “Increased sales by 25% in one year” “Managed a team of 15 employees” “Reduced costs by $50,000 annually” “Launched 3 successful marketing campaigns” “Improved customer satisfaction scores by 40%” “Streamlined processes, saving 10 hours per week” “Secured $1 million in new business” “Implemented new software, boosting efficiency by 30%” “Trained 50+ new hires in company procedures” “Received Employee of the Year award in 2023” Educational Background Your education section is a key part of your resume. It shows employers your academic qualifications and skills. Here's how to make it shine: Listing Degrees and Certifications Start with your highest degree and work backwards. Include the name of the school, degree, and graduation date. If you're still in school, put your expected graduation date. Examples “Associate's Degree in Business Administration” “Master of Arts in Education” “High School Diploma” “Certified Public Accountant (CPA)” “Project Management Professional (PMP)” “Teaching English as a Foreign Language (TEFL) Certificate” “Adobe Certified Expert” “Six Sigma Green Belt” Relevant Coursework and Training List classes that relate to the job you want. This shows you have the right skills, even if you don't have much work experience. Examples “Completed coursework in digital marketing” “Advanced training in data analysis” “Specialized courses in child psychology” “Intensive workshop on graphic design” “Hands-on lab experience in organic chemistry” “Attended leadership development program” “Completed online course in cybersecurity” “Participated in business writing seminar” “Trained in conflict resolution techniques” “Completed first aid and CPR certification” Academic Achievements and Honors Highlight your best academic accomplishments. This can include awards, high GPAs, or being on the Dean's List.   5 Examples: How to Write a Letter of Employment Examples “Graduated summa cum laude” “Dean's List for four consecutive semesters” “Awarded Academic Excellence Scholarship” “Valedictorian, Class of 2024” “National Merit Scholar” “First Place, Science Fair 2023” “Perfect attendance for all four years” “Published research paper in college journal” “Captain of debate team, state finalists” Personal Growth and Development Career Development Initiatives Examples Completed leadership training program Earned industry certifications Attended professional conferences Took on stretch assignments Pursued advanced degree Learned new software skills Volunteered for cross-functional projects Sought out mentorship opportunities Joined professional associations Developed expertise in emerging technologies Self-Assessment and Feedback Examples Solicited 360-degree feedback from colleagues Conducted self-assessments to identify growth areas Embraced constructive criticism to improve performance Used personality assessments for self-awareness Set SMART goals for personal development Tracked progress on key performance indicators Reflected on lessons learned from projects Kept a journal to document growth experiences Asked for feedback after presentations Used peer reviews to enhance work quality Mentoring and Coaching Experiences Examples Mentored junior team members Participated in reverse mentoring program Coached colleagues on public speaking skills Sought guidance from industry leaders Shadowed executives to learn leadership skills Served as a peer mentor for new hires Attended career coaching sessions Provided feedback as part of mentoring circles Offered informational interviews to students Developed mentor-mentee action plans Continuous Improvement Commitment Examples Read industry publications weekly Experimented with new productivity techniques Learned a new skill each quarter Sought out challenging assignments Stayed updated on industry trends Implemented feedback to improve performance Set annual personal development goals Created a personal learning curriculum Practiced new skills through side projects Embraced change and adapted to new processes Additional Information Your resume can shine with extra details that show your well-rounded skills and experiences. Here are some key areas to highlight: Involvement in Professional Organizations Being part of industry groups can boost your career cred. It shows you're invested in your field and like to learn. Examples “Active member of [Organization Name]” “Attended monthly meetings of [Group]” “Presented at [Association] conference” “Served on [Committee Name] committee” “Organized networking events for [Organization]” “Contributed to [Group] newsletter” “Participated in [Association] mentorship program” “Led workshops at [Organization] gatherings” “Maintained membership in [Professional Society]” “Volunteered at [Group] annual fundraiser” These show you're plugged into your industry and ready to grow. Volunteer Work and Community Service Giving back looks great on a resume. It shows you care about more than just work. Examples “Organized food drive for local food bank” “Coached youth soccer team” “Volunteered at animal shelter” “Participated in charity run for [Cause]” “Tutored students in math and science” “Helped build homes with Habitat for Humanity” “Served meals at homeless shelter” “Led beach cleanup efforts” “Raised funds for [Charity Name]” “Mentored at-risk youth” These activities show you're a team player with a big heart.   50 Effective Examples of Skills Summary for a Resume Language Skills and International Experience Speaking other languages or having global experience can set you apart. These skills show you can work with diverse groups and adapt to new situations. Examples “Fluent in Spanish and English” “Conversational French” “Studied abroad in Japan for one semester” “Completed internship in Brazil” “Translated documents from German to English” “Assisted international clients in Mandarin” “Taught English in South Korea for one year” “Participated in cultural exchange program in Italy” “Conducted business meetings in Arabic” Related: 10 Examples – How to Include Language Skills on Your Resume How to Increase the Chances of a Resume Getting Noticed A well-crafted resume goes beyond just listing your skills and experience. It also needs to be technically sound to make it through digital screening processes and catch the eye of recruiters. Optimizing for Applicant Tracking Systems Applicant Tracking Systems (ATS) are computer programs that scan resumes before human eyes see them. To get past these digital gatekeepers, you need to format your resume correctly. Use simple fonts like Arial or Calibri. Stick to standard headings like “Work Experience” and “Education.” Avoid fancy graphics or tables that ATS might not read properly. Keep your file format simple too. A plain .doc or .pdf file works best. Make sure your contact info is at the top of the first page. This helps ATS find and sort your information easily. Including Relevant Keywords Keywords are the secret sauce of a great resume. They help you match what employers are looking for. Look at the job description closely. Pick out important words and phrases. These might be specific skills, job titles, or qualifications. Sprinkle these keywords throughout your resume naturally. Put them in your job descriptions, skills section, and summary. But don't go overboard. Your resume should still read well to humans. Here's a tip: Make a list of 5-10 key terms from the job ad. Check if you've included them in your resume. This simple step can boost your chances of getting noticed. Ensuring Consistent Formatting and Layout A clean, consistent layout makes your resume easy to read. It shows you pay attention to detail. Start by choosing one font and sticking to it. Use bold or italic text sparingly to highlight important info. Keep your margins between 0.5 and 1 inch all around. Use bullet points for lists of skills or job duties. This breaks up text and makes it easier to scan. Aim for 3-5 bullet points per job. Make sure your spacing is consistent too. Leave a line between sections. Align all your text to the left for a neat look. Use the same date format throughout. These small details add up to create a polished, professional resume. 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. Updated on 16 January 2025Skills 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.