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Skills to use on resume

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Employers prioritize skills in any job search, and your application should focus on showcasing yours. This includes past experience, interviews, reference checks, and even initial interactions like greeting receptionists or sending thank-you notes. Skills matter, and your resume is often the first impression employers get. It's crucial to highlight both hard and soft skills correctly. There are two main categories of skills: Hard skills refer to specific abilities or knowledge needed for a job, such as writing code, driving vehicles, or scheduling social media posts. Soft skills are traits like time management, motivating others, or being curious that affect how you work with colleagues. For any role, you'll need a mix of soft and hard skills, and your resume should demonstrate both. Hard skills are typically straightforward: You either possess them or not. They're easier to prove on a resume compared to soft skills, which require more nuance in showcasing your qualities. The most valuable skills on your resume can vary depending on how you define a good leader, but some types of skills are universally valuable across industries. These include the ability to effectively communicate in writing, in person, or over various platforms, as well as time management and organization skills that ensure tasks are completed on schedule and teams are coordinated. Additionally, technical skills such as digital literacy and proficiency in using common software programs like Zoom can be highly desirable. Management and leadership skills are also valuable, helping you plan and motivate yourself and others to complete projects and hit long-term goals. Finally, analytical skills allow you to gather information, synthesize it, and make decisions or predictions, making them essential for building relationships and working effectively with others. Skills like empathy, persuasion, and conflict resolution are essential for teamwork and helping companies run efficiently. Having good interpersonal skills helps resolve issues with others, which is crucial for client-facing roles. Most jobs require problem-solving, even if they seem routine. Employers want people who can identify problems, communicate effectively, weigh options, and make logical decisions. Transferable skills are abilities gained in one context that can be applied to another job or workplace. Some transferable skills, such as communication in a second language, attention to detail, or project management, can be valuable in many roles. However, not all transferable skills may be applicable to every situation. When creating a resume, don't discount any skills due to differences in context or application. To make your resume stand out, tailor it to each job opening by matching the specific requirements and language used in the job description. Study the posting carefully and note any mentioned skills that align with yours. Also, consider transferable skills and experience that can be applied to the role. When crafting your skills section for a job application, remember that it's not about listing every single skill you possess. Instead, focus on highlighting the soft skills that align with the job requirements and duties. Think of this section as an opportunity to showcase your strengths and abilities relevant to the role. If the job involves collaboration or presentations, emphasize those skills accordingly. Don't feel pressured to include every skill, even if it's a hard one like scuba diving - unless it's directly applicable to the job. Remember that hiring managers are reviewing your resume with the specific job in mind, so keep your skills relevant and avoid raising questions. Be honest about your ability level and only list skills you're comfortable discussing in an interview. The skills section is crucial, as it can influence a recruiter's initial 7.4-second impression of you. If you have many skills to list, consider grouping them for easier scanning. To make your resume stand out, put your skills section at the top and provide context on how you've used them. This is especially important if you're changing or pivoting careers, as transferable skills can be a key factor in securing new positions. For example, some industries list skills before experience, so review resumes in your field to see what others are doing. If you have a history of career changes or transitions, consider leading with a summary and placing your skills section first. This will help clarify any confusion about your qualifications. In general, if your skills boost your chances more than your work experience, prioritize them. To showcase your skills effectively, demonstrate how you've used them in the past to achieve results. Use bullet points that describe accomplishments rather than just job duties, and include the specific skills used to achieve those outcomes. Adding numbers can help illustrate the impact of your skills on previous employers. It's also a good idea to incorporate soft skills into your bullets, making the first word of each bullet point relate to these skills. For example, instead of saying "Assisted with annual corporate retreat," say "Collaborated in a group of four to plan and facilitate annual corporate retreat for 200 employees." This shows that you're a team player. Here's an example of a solid bullet point: **Produced and edited three 10-minute "Day in the Life" videos for different jobs at the company**, which demonstrates your skills in video production, editing, and project management. Given text: skills can go into one professional accomplishment. Your work experience isn't the only place you can drop in those skills. You can also weave them into your certifications, courses, and language skills. Example of specific roles with corresponding skills: * Project management, project management software (Trello), ADP Workforce Now * Analytical skills: analytical software, Google Sheets * Financial skills: financial accounting, budget forecasting, cash flow analysis Using the same language as a job description can increase your chances of landing an interview. For example, if a job listing wants experience with project management software, say "project management software" on your resume. Resources to find relevant skills for specific industries: O*NET (U.S. Department of Labor), LinkedIn The original list of various technologies, platforms, and tools was transformed into a more dynamic and engaging format. It now includes a mix of categories such as: - Web Development: featuring Agile methodologies, APIs, back-end data display, coding languages like CSS and JavaScript, frameworks like React, and version control systems like Git. - Data Analysis and Visualization: including tools like Tableau, Python libraries, and databases such as Postgres and SQL. - Graphic Design and Creative Suite: listing Adobe Creative Cloud applications like After Effects, AutoCAD, and Dreamweaver. - Project Management and Productivity: mentioning Agile methodologies, Asana, Confluence, Jira, Microsoft Excel, Microsoft Project, Scrum management, and Trello. - Marketing and Sales: featuring applicant tracking systems, benefits administration, marketing automation tools like Marketo, search engine optimization techniques, and social media platforms. The original list was rearranged to highlight these categories and added a more descriptive title to each section. This article is about business and education topics like sales, customer relations, forecasting, and data analysis. It also talks about teaching methods such as blended learning, personalized learning, and social-emotional learning. Additionally, it mentions programming skills like application coding, web development, and server-side scripting. The text also references a collection of motorsport images from 1895 to the present day.