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Lesson Proper for Week 8

6. Highlight Your Relevant Job Skills

Hiring managers are on the lookout for candidates who have relevant, job-specific skills. While listing a heap of skills on your resume does not actually prove you're skilled, incorporating your various skills into different sections will catch the eye of whoever is vetting your application. For instance, you can showcase your hard and soft skills in your introduction and work experience section. And of course, you should also list your most valuable abilities (particularly any software or technical skills you have) in your resume's skills section.

Hard Skills and Soft Skills

Hard skills

Hard skills are quantifiable, job-specific abilities learned through education, training, or on-the-job experience. Language skills, computer skills, and being able to operate heavy machinery all count as types of hard skills.

Here's a list of **24 popular hard skills** to put on your resume:

Accounting Tools (SAP, Oracle, etc.)	SEO & SEM
HTML / CSS	UX / UI Design
Bookkeeping	Java Development
Business Intelligence	Mac, Linux, and Unix Systems
Perl / Python / Ruby	Vulnerability Analysis
Content Management Systems (CMS)	Data Engineering and Data Warehousing
Adobe Creative Suite	Database Management and Software
Cloud Apps (JSON, Rest, etc.)	Automotive Services
Statistical Analysis and Data Mining	Public Speaking
Foreign Languages	Software Development
Software QA and User Testing	Data Presentation
Web Architecture	Technical Reporting

Soft Skills

Soft skills, on the other hand, are character traits that positively impact how you work and interact with other people. These are usually natural abilities that can't easily be taught in a classroom. Skills like being a team player, being driven to succeed, or having a great attitude all fall under the umbrella of soft skills.

Below is a table of **24 soft skills** that employers are on the lookout for:

Organization	Self-motivation
Discipline	Responsibility
Logical reasoning	Open-mindedness
Persistence	Decision making
Initiative	Integrity
Commitment	Professionalism
Teamwork	Time Management
Empathy	Stress management
Patience	Cultural intelligence
Diplomacy	Trust
Focus	Versatility
Self-starter	Critical observation

Technical Skills

Some careers, such as those in the IT or engineering fields, require specialized technical skills.

Across the tech industry, the skills you need to succeed will differ from company to company. A technical skills section is helpful in showcasing your knowledge of certain systems, so that employers at a specific company can determine if you're qualified (or not) for the job.

To prevent this section from taking up too much space, try breaking it up into categories and listing your skills within each. For example:

- **Software:** Proficient in Microsoft Office Suite, Visio, and Oracle
- **Programming Languages:** Excel at HTML, C++, and Python

Here's an example of how a Java developer organized their long list of technical skills:

EDUCATION

University of Texas, Dallas, TX

Bachelor of Science in Computer Science, May 2011

Honors: *cum laude* (GPA: 3.6/4.0)

ADDITIONAL SKILLS

- **Languages:** Java, JavaScript, Java Beans, JSP, SQL, HTML, XML, Node.js, Bootstrap
- **Frameworks:** JSF, J2EE, Apache Struts
- **API's:** Servlets, EJB, Java Naming and Directory Interface (JNDI)
- **Software:** Eclipse, Toad, Works, NetBeans
- **Databases:** IBM DB2, Oracle, MySQL, Database SQL command

Creating a Resume Skills Section

The skills section is an essential part of your resume. However, there are several different ways to approach creating yours.

Here are a few examples demonstrating the different ways you can format your resume's skills section:

Example 1 (Standard Skills Section)

If you have many relevant hard and soft skills, add them to your resume skills section using separate bullet points, like this:

EMILY LANGLEY

Digital Marketing Director with 6+ years of experience in digital marketing, branding, and new business strategy across music, media, and entertainment industries. Skilled in evaluating needs and implementing strategies that increase revenue and brand growth.

RELEVANT SKILLS

- Digital Data Analytics/Marketing: Tubular Insights | Facebook Insights | Pinterest | Instagram Insights | Google Analytics | Google AdWords | MailChimp
- Adobe Photoshop | Adobe Illustrator | Adobe InDesign | AutoCAD | Rhinoceros
- Microsoft Excel, PowerPoint, Word | Slack | Sprinklr | Hootsuite | Salesforce | Concur
- Time management | Excellent communicator | Highly adaptable to new trends

If you're a student or recent graduate and have no significant job skills yet, there are still plenty of things you can list in your resume skills section. Here's an example of a skills section written by a candidate with no work experience:

EDUCATION

FLORIDA STATE UNIVERSITY, Orlando, FL

Bachelor of Art in English, May 2020

• GPA: 3.3/4.0

ADDITIONAL SKILLS

- Microsoft Office Suite
- Adobe Photoshop and Illustrator
- Bilingual in Spanish and English
- Writing & Editing
- Collaboration
- Research

Example 2 (Skill Bars)

Another way to organize your skills section is by using bars to provide employers a rough estimate of your proficiency. This type of skills section is particularly popular with more creative professions, like graphic design or social media management:



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