

Jeff & Mike's Big List Of Skills To Put On Your Resume

Action List



Below please find our **lists of 10 great skills for each of the ten most common industries and positions**. If you don't have a few of the skills on the list that pertains to you, it's time to start developing them!

Disclaimer: There are loads of others skills that could potentially fit in each category, so your skill might not have made it to this resource. But don't worry! That doesn't mean your skill isn't a valuable one. Keep mastering that skill, but try to develop a few more from the list below!

Office Administrators (Secretaries)

1. Multi-tasking
2. Communication
3. Computer Literacy (including internet, email & word processing)
4. Business Correspondence
5. Telephone
6. Office Support
7. Scheduling & Calendars
8. Billing
9. Organization
10. General business operations

Sales Positions

1. Goal setting
2. Closing
3. Networking
4. Pitching
5. Engagement
6. Contracts
7. Listening
8. Negotiation
9. Pricing
10. Relationship Building

Retail Positions

1. Customer Service/Relations
2. Inventory Control/Management
3. Teamwork
4. Product Knowledge
5. Sales Techniques
6. Pricing
7. Listening
8. Complaint Management
9. Flexibility
10. Merchandising

Management Positions

1. Mentoring
2. Hiring & Firing
3. Logistics
4. Staffing
5. Critical Thinking
6. Team Building
7. Project Management
8. Leadership
9. Finance & Accounting
10. Presentation & Public Speaking

Customer Service Positions

1. Patience
2. Product Knowledge
3. Verbal Communication
4. Conflict Resolution
5. Feedback
6. Listening
7. Problem Analysis
8. Assessment
9. Stress Management
10. Customer Retention

Servers (Waiters/Waitresses)

1. Memorization
2. Stamina
3. Problem Solving
4. Verbal Communication
5. Handling currency
6. Computer Systems (order entering)
7. Product Knowledge
8. Dependability
9. Credit Card Processing
10. Basic Mathematics

Project Managers

1. Troubleshooting
2. Scheduling & Calendars
3. Expectation Management
4. Forecasting
5. Delegating
6. Collaboration
7. Adaptability
8. Budgeting
9. Evaluation
10. Planning

Information Technology Positions

1. Data Analytics
2. Troubleshooting
3. Self-Motivation
4. Programming
5. User Experience
6. Teamwork
7. Methodology
8. Software (Engineering, Development, etc.)
9. Reporting
10. Metrics

Banking Positions

1. Record Keeping
2. Customer Relations
3. Banking Systems & Programs
4. Money Handling
5. Financial Markets
6. Transaction Processing
7. Accounting
8. Deposits/Withdrawals
9. International Currency
10. Attention to Detail

Teachers

1. Record Keeping/Maintenance
2. Leadership
3. Written/Verbal Communication
4. Counseling
5. Performance Evaluation
6. Program Development & Management
7. Testing & Examinations
8. Computers (Internet, word processing, spreadsheets)
9. Childcare
10. First Aid