

EXAMPLE KEY SKILLS

A Key Skills or Areas of Expertise section right near the top of your resume will help ensure that you've got it loaded up with common key words that the applicant tracking system (ATS) may be search for. This section will also give the human reviewer a very easy and quick way to see the stuff that you know how to do.

Some of our favorites (which will vary, of course, depending on your role or industry) include:

Account Management	Employee Development	Operational Leadership
Accounting	Excel	Payroll Management
Agile Methodologies	Executive Communications	Process Improvement
A/P & A/R	Executive Leadership	Procurement
Board Relations	Employee Relations	Product Launch
Budgeting	Event Coordination	Product Management
Business Development	Field Operations	Project Management
Change Management	Field Sales Management	Public Relations
Channel Strategy	Financial Management	Quality Assurance
Client Relations	Forecasting	Reporting
Community Planning	Fundraising	Risk Management
Compensation Strategy	Grant Proposals	Sales & Marketing
Consultative Sales	Graphic Design	Salesforce.com
Content Strategy	Hospitality	Sales Operations
Copy Writing / Editing	Human Resources	Social Media
Cost Controls	Inside Sales	Software Development
Crisis Management	Investor Relations	Staffing & Recruitment
Cross-Functional Team Leadership	Issue Resolution	Startup Environments
Customer Service	Logistics Management	Strategic Communications
Customer Engagement	Loyalty Marketing	Strategic Planning
Data Analysis	Market Research	Supply Chain
Design Engineering	Mergers & Acquisitions	Tax Planning
Digital Marketing	Negotiation	Team Building
Driving Shareholder Value	Nonprofit Leadership	User Experience Design
Ecommerce	Office Management	Vendor Relations
Email Marketing	Operations Management	