Skill Keyword Worksheet

When Human Resources reads your resume, they are going to look to make sure your resume has the right set of keywords among other things. Since they are the first people who read a resume, let’s start by making sure that your resume has the keywords you need.

# All The Things

For the first part, I want to write down every skill, language, technology, information, knowledge, etc. that you have. If you’ve been looking at job postings recently you’ll see what I mean. I’ve provided some categories, but you can use your own!

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| --- | --- | --- | --- | --- |
| **Technologies** |  | **Languages/Tools** |  | **Knowledge** |
| React |  | Git |  | Test-Driven Development |
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| **Other** |
| Wilderness Survival |
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# Categorize and Emphasize

If the categories I’ve provided don’t quite work for you, feel free to pick your own. Categories help give the reader an ability to process the information quicker. So having a few is better than a huge list.

Now that you have this list, you can re-order and pick the ones that are relevant to the job posting you’re looking at! Don’t make people search for Java if you’re applying to be a Java developer. Put it front and center!

Last, when you put a section on the top of your resume for this, you want to hint that you have more to offer. So consider using a section heading like, “Selected Skills.”

Since Human Resources reads this first. I recommend putting a dedicated skills section at the top of your resume.

Example:

***Selected Skills***

*Technologies:* React, Redux, small bits of leather

*Languages/Tools:* Git, NPM, retweeting cat pictures

*Knowledge:* Test-Driven Development, folding fitted sheets