

Resume “Skills” Section

“Skills” Section Tips:

- Use bulleted lists
- Include only **hard** skills
 - If you have soft skills (personality qualities like “interpersonal communication” or “fast learner”) consider adding them to your “Personal Summary”/ “Professional Profile” section
- You can label your skills section “**Additional Skills**,” “**Skills and Interests**,” “**Skills and Projects**,” or “**Skills and Certifications**” depending on what you want to include
 - Consider including relevant coursework, trainings, and projects completed (see examples below)
- Don’t exaggerate: don’t list anything in your skills section that you aren’t comfortable doing **on day one** of your job

Example Bullet Points:

Some examples of different types of “Skills” sections:

SKILLS:

- Microsoft Publisher, Microsoft Office
- iMovie, Windows Movie Maker
- Expert at Twitter, Google+, Facebook, LinkedIn marketing and advertising
- Stata, Google Analytics, Webmaster Tools
- Graphic design, XML, and data structures ←
- Photoshop, Microsoft Office, InDesign
- Experienced conference speaker with exceptional presentation skills
- Fluent in English and French ←
- Bilingual in Spanish and English ←

SKILLS:

- **Web:** JavaScript, HTML, DHTML, ASP ←
- **Design Skills:** Adobe Photoshop and Adobe Illustrator
- **Languages:** Bilingual in Spanish and English

SKILLS AND INTERESTS:

- Designed a marketing campaign for a local wine shop as part of coursework
- Expert at Twitter, Google+, Facebook, LinkedIn marketing and advertising
- Relevant coursework: Brand Development, Consumer Behavior, Web Analytics
- Experienced graphic artist, well versed with Adobe Photoshop and Adobe Illustrator
- Background in linguistics and knowledge of four foreign languages; fluent in Spanish and Italian
- Completed student teaching practicum in a 9th grade English class at Dos Pueblos High School
- Phonemic Awareness Training and ELL Literary Seminar

Tip from the Muse.com:

Look around on LinkedIn for professionals who have the job title you are applying for. Check out what is listed in their skills sections.

Tip: Group your skills together by category.

If you have 3 skills related to design software, group them together in a single bullet.

Group your language skills together in a single bullet.

Consider adding a word that describes the type of skill with a colon, and then listing the skills.