

TOP 13 SKILLS TO HAVE ON YOUR RESUME



Summary: *Of the skills you have listed on your resume, you want to have as many of these as possible to make your resume stand out.*

There are a lot of things you can put on your resume, but overloading it with too much can make it hard for the important skills and experience to stand out. There are certain skills that employers are looking for when they are comparing applications and resumes, so you want to be sure to have those skills. These 13 skills are especially desired by employers. Try to make sure you have as many as possible of them on your resume without lying or stretching the truth too far.

13 Important Skills You Should Have on Your Resume

1. Flexibility
2. Creativity
3. Leadership
4. Positive Attitude
5. Responsible
6. Team Player
7. Independent
8. Proactive
9. A People Person
10. Communication Skills
11. Technical Skills
12. Time Management
13. Handle Work Stress

These skills can be developed through a number of experiences beyond just your regular job. You may have completed an internship at a publishing company that helped you excel in handling deadlines or you may volunteer with a nonprofit organization as their public relations person with the public, thus forcing you to have excellent communication skills with a variety of people. It does not matter how you have developed these skills as long as you can accurately claim you have them. Try to keep the examples demonstrating your skills related to the job. If you are applying for a job with a design company, then examples of your creativity and flexibility will be important.

If you find yourself only able to list one or two of these skills on your resume, start learning how to improve yourself so you can add more. Perhaps you struggle with time management. There are a number of resources available to help you improve in that area, including apps for your phone and computer. Or maybe you have never had the opportunity to build good leadership experience. Ask your manager for the opportunity to lead a task or project so you can add the skill to your resume.

Just remember that whatever you put down on your resume is free game for the hiring manager to inquire about during an interview. If you don't have at least one strong example of how you excel in that particular skill, then don't put it down until you can. Hiring managers do not have forever to look at your resume, so you want only the most relevant, important, and impressive information on it.

How have you improved yourself so that you can make your resume better? Have you tried listening to talks, read books, attended classes? Share your experiences with us in the comments below.

To learn more about how to write a good resume, read these articles:

- [What College Information Should You Include in a Resume?](#)
- [How to Turn Past Jobs into Future Success on Your Resume](#)
- [How Can I Write a Resume When I Have Nothing to Put on It?](#)
- [10 Filler Words to Remove from Your Resume and Cover Letter Now](#)

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