Résumé Section: Highlighted Skills, Software Expertise

Note: The résumé is a fluid document, which means each section can be adjusted or moved to better highlight how the job candidate meets that employer's specific needs.

You will have core skills, experience and more that you will add to every job. However, you will customize your résumé for each position you target by highlighting keywords from the employer's job posting. This is your chance to get them interested in reading your story further. Take full advantage of this opportunity.

Refrain from using generalities (i.e. Hard Working or People Person) as these "skills" are both hard to validate and easy for anyone to claim. Additionally, these are unlikely to convince an employer that you can accomplish the specific goals set for the position. Focus on the hard skills and experience. A hard skill is something that is learned through experience (i.e. Key Account Management).

Highlighted Skills, Software Expertise Examples:

Example 1 (Accounting):

Accounts Receivable (AR) | Accounts Payable (AP) | Cost Model Systems | EBIT | Revenue Analysis | Amortization | Microsoft Office Suite | Mac Applications | QuickBooks | Peachtree

Example 2 (Finance):

Capital Management | Internal Analyst | Internal Auditing | Business Operations Analysis | Management Reports | Performance Enhancement | QlickSense | Dynamic GP | Excel | Bloomberg Certified | Fluent in English and Spanish

Please click here to a short video and visual aide for this section.