

How to List Skills and Achievements on Your Resume

Description

A résumé isn't just a list of jobs you've held—it's a marketing document. The goal is to show employers why you're the right person for the job. Two areas can make or break that impression: **your skills** and **your achievements**. If you only describe responsibilities, you'll blend in with everyone else. But if you highlight what you can do and what you've accomplished, you'll stand out immediately.

Here's how to do it right:

1. Create a Dedicated Skills Section

Most recruiters spend seconds scanning a résumé, so make your key skills impossible to miss. Place a **“Core Skills”** or **“Key Competencies”** section near the top.

- Keep it clean and scannable—bullet points or a simple grid format.
- Use industry-relevant terms so Applicant Tracking Systems (ATS) will pick them up.
- Avoid generic fluff like “hard worker” or “team player”—those belong in your cover letter or interview.

Example of a Skills Section:

- Project Management
 - Data Analysis & Reporting
 - Leadership & Team Development
 - Client Relationship Management
 - Budgeting & Forecasting
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2. Align Skills With the Job Posting

Don't copy-paste a random list of abilities. Recruiters want to see **skills that match the role**. Review the job description, underline the repeated keywords, and mirror them in your résumé.

If the job requires "Excel modeling" or "customer service metrics," make sure those exact phrases appear in your skills or experience.

3. Weave Skills Into Your Work Experience

Don't just park your skills in one section—prove them in your job history. Pair them with concrete results.

Instead of this:

- "Strong leadership skills."

Write this:

- "Led a team of 10 sales associates, increasing department revenue by 25% in one year."

This way, you're not just claiming the skill—you're backing it up.

4. Focus on Achievements, Not Duties

Most résumés fail because they list responsibilities instead of results. Employers already know what the job involved—they want to know what you accomplished.

Use the **CAR method (Challenge – Action – Result)**:

- **Challenge:** What was the problem or goal?
 - **Action:** What did you do?
 - **Result:** What happened because of your action?
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Example:

- *Reduced processing time by 40% by implementing new scheduling software, improving efficiency and saving the company \$50,000 annually.*
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5. Quantify Whenever Possible

Numbers catch the eye and add credibility. Think in terms of percentages, dollar amounts, time saved, or growth achieved.

Instead of: *“Responsible for customer service.”*

Try: *“Resolved 95% of customer inquiries within 24 hours, improving satisfaction ratings by 20%.”*

6. Separate “Selected Achievements” If Relevant

If you have standout wins—awards, recognition, or career highlights—consider creating a separate section titled **“Selected Achievements”** or **“Key Accomplishments.”** This draws attention to your best results without burying them in job descriptions.

7. Keep It Honest and Relevant

It’s tempting to exaggerate, but recruiters can spot fluff a mile away. Stick to skills you actually have and achievements that matter to the role. Quality always beats quantity.

Final Thought

Listing your skills and achievements effectively transforms your résumé from a job history into a **proof of value**. Skills show what you *can* do. Achievements show what you *have* done. Together, they give employers the confidence that you’ll deliver results for them, too.

Category

1. Uncategorized

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