PAPERSKATER TIP SHEET #14

YOUR SKILLS SECTION IS NOT A JUNK DRAWER.

Six to ten real skills beat a list of twenty.

THE MISTAKE

A long skills list looks padded. **When you list twenty skills, employers don't believe any of them.**

FIX IT TONIGHT

✓ **Keep it to six to ten skills you can really do**

Only list what's true, because overclaiming gets caught fast.
Too long: **Teamwork, hard worker, Microsoft Office, and a dozen more.**
Better: **Forklift, pallet jack, RF scanner, cash register, food safety card.**

✓ **Use the words from the job post**

If the job post says "order selector" and you've done that work, use those exact words. Hiring software looks for the words in the post, so use that language with your real experience.

✓ **Put skills near the top**

Place the list right under your name and above your work history, where employers can't miss it.

Six to ten real skills, in words from the posting you can stand behind. That's a skills section that works for you.

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