

Skill Headings for Resume Development

In developing a hybrid or skills-based resume, use SkillScan's skill categories, skill sets, skills and the suggestions below to create specific headings that showcase your unique strengths to a specific position.

Relationship	Analytical	Management/Leadership
Account Management	Analytical Skills	Administration
Advocacy	Analysis & Problem Solving	Business Management
Collaboration & Influence	Analysis & Evaluation	Cross-Functional Management
Community Relations	Analytics & Data Management	Data Driven Decision Making
Communication / Liaison	Analysis & Forecasting	Initiative and Execution
Conflict Resolution	Budgeting	Leadership
Consultation Skills	Computational Skills	Leadership & Communication
Customer Care	Critical Analysis & Problem Solving	Leadership & Organizational Impact
Customer Focus	Creative Problem Solving	Leadership / Influence
Customer Relations	Critical Thinking Skills	Management & Administration
Customer Success	Data Analytics	Negotiation
Communication & Relationship Management	Data Management	Office Management
Customer Service & Support	Data & Information Modeling	Organization & Implementation
Counseling & Training	Decision-Making Skills	Organization & Planning
Facilitation	Evaluation Skills	Organization & Coordination
Human Relations	Financial Analysis	Organizational & Time Management
Interpersonal Skills	Financial Analysis & Valuation	Operations
Interpersonal Skills & Teamwork	Forecasting	Program Management
Listening/Rapport Building	Information & Data Management	Project & People Management
Relationship Management	Investigation Skills	Project Management & Execution
Relationship & People Management	Quantitative Skills	Leadership & Communication
Service	Quantitative & Qualitative Analysis	Leadership & Organizational Impact
Serve Clients/Customers	Problem Diagnosis	Leadership / Influence
Training & Development	Problem Solving	Management & Operations
Training & Facilitation	Problem Solving & Innovation	Planning & Implementation
Training & Instruction	Process Improvement	Project Management
Writing/Speaking	Research & Analysis	Strategic Planning
		Supervision
		Team Building
		Team Leadership

Communication	Creative	Physical/Technical
<p>Communication Skills</p> <p>Client Relations</p> <p>Client Services</p> <p>Coaching & Mentoring</p> <p>Communication</p> <p>Communication & People Skills</p> <p>Consultation Skills</p> <p>Cross-cultural Sensitivity</p> <p>Cross-functional Teamwork</p> <p>Interviewing & Research</p> <p>Influence & Persuasion</p> <p>Marketing & Communications</p> <p>Persuasion</p> <p>Presentation & Training Skills</p> <p>Promotions</p> <p>Public Speaking</p> <p>Sales & Marketing</p> <p>Selling Intangibles</p> <p>Serve as a Liaison</p> <p>Teaching & Training</p> <p>Writing & Editing</p> <p>Written & Verbal Communication Skills</p>	<p>Artistic Creativity</p> <p>Conceptualization Skills</p> <p>Creative Problem Solving</p> <p>Creative & Analytical</p> <p>Creative & Technical Expertise</p> <p>Creative Writing & Communication</p> <p>Creativity</p> <p>Design & Innovation</p> <p>Development & Strategy</p> <p>Foresight & Innovation</p> <p>Idea & Opportunity Generation</p> <p>Ideation</p> <p>Innovation</p> <p>Innovation & Creativity</p> <p>Opportunity Recognition</p> <p>Program Coordination</p> <p>Program Design & Development</p> <p>Product Development</p> <p>Process Improvement</p> <p>Process Innovation</p> <p>Strategy & Development</p> <p>Thought Leadership & Creativity</p>	<p>Athletic Ability</p> <p>Analysis and Testing</p> <p>Construction</p> <p>Diagnosis & Repair</p> <p>Equipment Operation</p> <p>Inspection</p> <p>Installation & Repair</p> <p>Maintenance Skills</p> <p>Manual Dexterity</p> <p>Mechanical Skills</p> <p>Observation Skills</p> <p>Observation & Inspection</p> <p>Operations and Maintenance</p> <p>Physical Coordination Skills</p> <p>Renovation & Restoration</p> <p>Set Up, Maintenance & Repair</p> <p>Technical Expertise</p> <p>Technical Skills</p> <p>Testing/Inspection</p> <p>Troubleshooting</p> <p>Troubleshooting/Problem Solving</p>