



# Beat the Bots:

## Showcase Your Skills & Land The Job!

AI bots scan your resume before humans do – but you can outsmart them by clearly showing both your hard and soft skills. Here's how:

### What Are Hard Skills?

Hard skills are **teachable abilities** like coding, marketing, design, and data analysis. They're easy to prove and crucial for getting past AI screeners.

- ✓ **Data Analysis**
- ✓ **Cloud Computing**
- ✓ **Marketing**
- ✓ **Web Development**
- ✓ **Certifications**


### What Are Soft Skills?

**Soft skills** are your personal strengths – how you work with people and solve problems. They matter just as much for long-term success!

- ✓ **Communication**
- ✓ **Adaptability**
- ✓ **Teamwork**
- ✓ **Creativity**
- ✓ **Leadership**

### Where to Show Off Your Skills on Your Resume

- ◆ **Resume Summary (Top Section):** Mention 1–2 top hard skills + 1 important soft skill that matches the job.
- ◆ **Skills Section (Near the Top or Side Column):** Create a clean list of hard and soft skills, focusing on keywords from the job description.
- ◆ **Experience Section:** Show how you used both hard and soft skills in your past roles – with real examples and numbers.
- ◆ **Certifications Section (If you have it):** List important certifications that prove your hard skills.

**Pro Tip:** If you're in tech, add a "Technical Skills" section just for your hard skills (like programming languages, tools, platforms)!

5 Smart Ways to Show Off Both Skills	Avoid These Mistakes
<ul style="list-style-type: none"><li>✓ <b>Use Exact Keywords</b> Mirror the job description – no guessing!</li><li>✓ <b>Be Specific, Not General</b> "SQL Data Analysis" beats "good with numbers."</li><li>✓ <b>Show Proof</b> Back up your skills with real results and projects.</li><li>✓ <b>Highlight Both Skill Types</b> Show your technical chops and your people skills.</li><li>✓ <b>Customize Every Time</b> Tailor your resume to each job you apply for.</li></ul>	<ul style="list-style-type: none"><li>✗ Being too vague ("good with computers")</li><li>✗ Skipping keywords from the job posting</li><li>✗ Listing skills that aren't relevant</li><li>✓ Stay focused. Stay real.</li><li>✓ Make your skills easy for bots – and humans – to love!</li></ul>