Examples of technical skills

MS Office

- Word
- Excel
- Outlook
- PowerPoint
- OneNote
- Access

Google Drive

- Docs
- Sheets
- Slides
- Forms

Spreadsheets

- Excel
- Google Sheets
- OpenOffice
- comparative analyses
- pivot tables
- macros
- link to database
- vertical lookups

Email

- mail merge
- filters
- folders
- rules

Writing

- WordPress
- SEO
- Yoast
- journalism
- technical writing
- ghostwriting

Social Media

- Facebook
- Twitter
- LinkedIn
- Instagram
- posts
- giveaways
- customer interaction

Quickbooks

- invoicing
- expense tracking
- accounts payable
- reports
- payroll

Video Creation

- shooting
- framing
- writing
- editing

Phone skills

- voicemail
- forwarding
- hold
- recording

Productivity

- Trello
- Slack
- Asana
- Todoist
- Zapier
- Basecamp

Graphical

- Photoshop
- Illustrator
- InDesign
- Acrobat
- Free Hand
- Corel Draw

Web

- HTML
- CSS
- JavaScript
- WordPress
- CMS

Enterprise Systems

- payment processing
- Oracle Netsuite
- Salesforce
- Enterprise Resource
- SAP

Math

- basic math
- arithmetic
- statistics
- algebra
- trigonometry
- geometry
- calculus

Research

- source checking
- networking
- outreach
- advanced Google search

Programming Skills

- C#
- SQL
- Java
- C++
- HTML
- JavaScript
- XML

See more specific examples in *Technical Skills for a Resume* article on Zety.com

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H Kauffman

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