

Topic: (Knowledge)

6 million job listings asked for ‘communication skills’: Here’s how to include them on your resume

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Employers are looking for soft skills. In fact, more and more are listing them as part of the job requirements for open roles. More than 6 million job listings included “communication skills,” 5.5 million included “customer service” and 5 million included “scheduling” as a requirement on jobsite ZipRecruiter in May.

“Even without looking at a specific job listing, we can probably imagine that every job is going to require the same set of soft skills: teamwork skills, communication skills, problem solving skills, time management skills,” says Gorick Ng, Harvard career adviser and author of “The Unspoken Rules.”

If you're on the market for a job, "your resume is a really, really, really important platform for you to use to embody" these skills, says Octavia Goredema, career coach and author of "Prep Push, Pivot."

Here's how to illustrate soft skills on your resume, according to career experts.

Use descriptive titles

The anatomy of a resume features multiple facets. One of them is the various job titles under your “experience” section. These present an opportunity to convey some of your soft skills.

“The key here is to be truthful but also be descriptive,” says Ng.

“There’s a big difference between calling myself an intern and a social media intern,” he says as an example. “There's a big difference between calling myself an analyst and a project manager, if I was, in fact, doing that. There's a difference between me calling myself a manager and a communications manager.”

Each of these titles illustrates another facet of the job that proves you have certain experience. “Even just one word like 'communications' or 'social media' or 'project' or 'product' or 'department' can go a long way in giving people a mental image of what it is that you're actually accountable for,” he says.

Think back on your work experience for each role you're outlining and consider one or two additional and accurate words that describe what you did and what you can do.

Bullet points can give examples of your skills

Another piece of resume real estate that could be used to illustrate your soft skills are the bullets under each job title giving concrete examples of what you achieved. Each bullet could speak to a soft skill an employer specifically mentioned in the job description or one you think is relevant for the role.

Consider some of your accomplishments in previous roles, then, when writing these, “think about it being really a Mad Lib exercise consisting of impactful verbs, impactful nouns and impactful numbers,” says Ng.

Say you want to highlight your communication skills, for example, and you work in search engine optimization. One bullet could say something like, “I led a presentation to 30 of our clients outlining effective ways to use keywords, resulting in an average 30% increase in traffic for each of their websites.” “Led,” “increase” and “30%” are a verb, noun and number that give a visceral sense of the kind of impact you had on your company.

The bullet serves to highlight an impressive achievement. Inherently, because it takes strong communication skills to give a good presentation, and because your presentation was clearly successful in helping your clients grow their traffic, you're providing you're a good communicator.

“It's almost implied that I would have had to have the skills to make this impact,” says Ng.

‘What language are you using to talk about work?’

When it comes to communication, specifically, the way your resume is written as a whole can go a long way to proving you're a good communicator. “You want to be as concise and impactful as possible,” says Goredema.

“What language are you using to talk about work?” she says. “Is it repetitive? Is it flat? Is it really long convoluted sentences? Really take a look at how you are bringing your career to life on paper and how you're communicating what you do best.”

A summary with strong work examples free of excessive language can show potential employers that, at the very least, you've honed your written skills, which are critical for multiple forms of day-to-day communication.

Exercise 1

Answer the following questions correctly!

1. Who is Gorick Ng and what does he say about job requirements?
2. What is the first thing you do to illustrate soft skills on your resume?
3. What is the second thing you do to illustrate soft skills on your resume?
4. What is the third thing you do to illustrate soft skills on your resume?
5. Do you need a summary with strong work examples on your resume?

Exercise 2

1. In your opinion, what would you do, as a job seeker, to boost your resume?
2. What are the most common challenges that happen for a job seeker?
3. Arrange several points that you mention on the first question and second one on a simple manuscript!
4. Present your manuscript in front of a small group or class then discuss it!

Ought to, Need to, and Should

Study the following sentences carefully!

Dirk *ought to have* eight photographs.

Alaina *needs to clean* her shoes.

The delivery guy *should send* the letter immediately.

You *ought to be* a diligent student.

Harry *needs to* relax today.

Mark *should* attend the meeting on time.

Exercise 3

Complete the sentence below by adding appropriate verbs or adjectives!

1. Children ought to ... to their parents.
2. The detectives need to ... the location of the murder soon.
3. Mark ought to be ... because his mother needs him.
4. James should ... Alice before she is disappointed.
5. Alan ought to ... the farewell party because it is a very special day for him.
6. Fred should ... the program immediately.
7. You should ... us if you are not satisfied with the salary.
8. The news should be ... if it reported clearly.
9. Ozzy ought to ... the problem with the board of shareholders.
10. Steve needs to ... the problem before his parents come.
11. Canada needs to ... with the U.S.
12. Lindsay should ... her paper because it fails.
13. The news ought to be ... to have better qualifications.

14. Every journalist needs to be ... in giving the actual report.
15. Every citizen in this country should ... the right to express their opinions.

Exercise 4

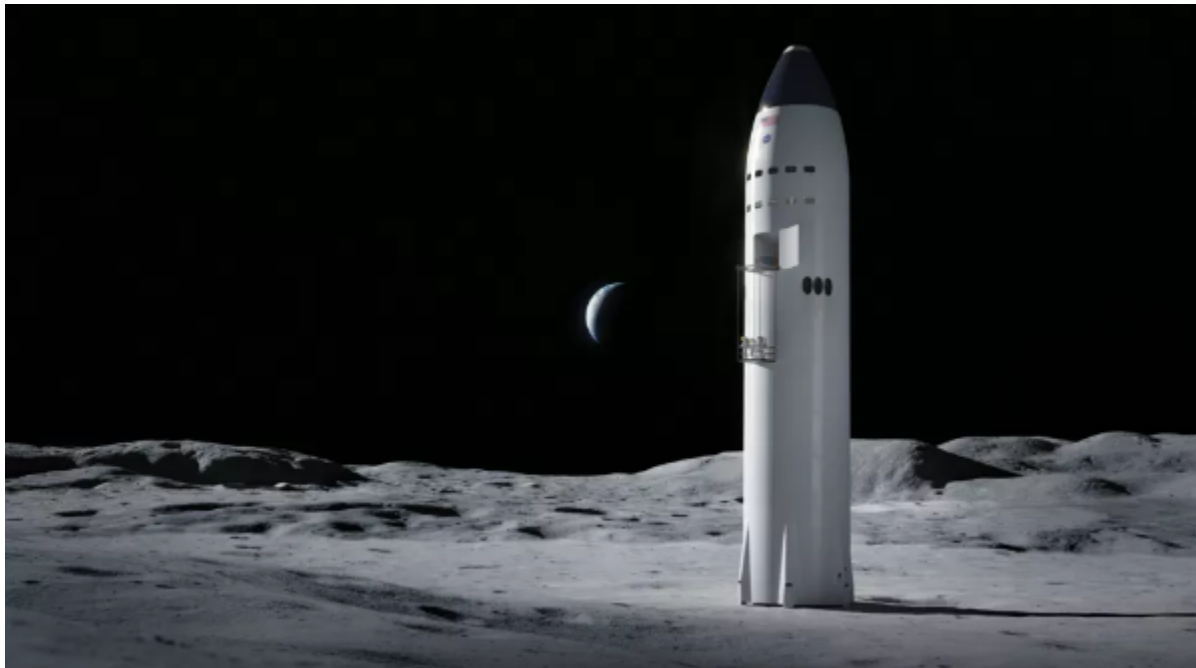
Complete the following sentences correctly!

Example: The receiver should return ...

The receiver should return *feedback to the sender*

1. The sender ought to transmit ...
2. There should be ... in part of the circuit.
3. She should have ...
4. The speaker ought to adjust ...
5. There should be an effective ... in organization.
6. Eugene Cernan needs to launch ...
7. Virginia needs to rationalize ... before taking action.
8. Marry should contact the manager before ...
9. Every private television should have ...
10. Armchair selling should be ...
11. Consumer goods should be ...
12. As durable goods, it needs to be ...
13. Government bodies should be reorganized to meet ... of the society.
14. The result of the conference should be ... because it is intangible.
15. Unfair treatment should be banished from ... to establish a pure democratic country.

Let's Talk: Landing in the Moon



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Artist's conception of SpaceX's Starship on the moon. Starship was selected to be NASA's human landing system for Artemis 3. (Image credit: SpaceX)

Artemis 3 is the third scheduled flight of the Artemis program.

The mission aims to put humans on the moon around 2025, assuming that previous missions of the Artemis program go to plan.

Like the uncrewed Artemis 1 and crewed Artemis 2, this mission aims to launch the gigantic Space Launch System (SLS) megarocket and Orion spacecraft. For landing on the moon, the crew will use SpaceX's Starship, a system that the California company is developing right now for crewed human missions.

The crew for Artemis 3 has not yet been named and the 2025 launch date is rather tentative. NASA is awaiting results from both Artemis 1 and Artemis 2 before giving the go-ahead for Artemis 3. Additionally, the agency will require meaningful progress on spacesuits and the human landing system for the moon landing to go ahead.

The Artemis 3 launch date is set for 2025 for now, after an initial target of 2024.

NASA's readiness for Artemis 3 depends on three key things: the success of previous missions, its development of new spacesuits, and the availability of an unflown human landing system or HLS (SpaceX's Starship).

Artemis 1, scheduled to fly in 2022, will assess the readiness of SLS and Orion to carry humans. The major goals of Artemis 2 — scheduled for 2024, if all goes well with the predecessor mission — will then be to fly four humans to the moon's orbit and back. Artemis 2 will last a minimum of eight days (but could extend to as long as three weeks).

Beyond assessing the data collected from Artemis 1 and 2, NASA will also need to make sure its spacesuits are ready. The spacesuits were at first developed in-house by the agency, but it was elected to pivot to commercial providers after NASA's Office of the Inspector General warned the agency-made spacesuits were causing undue delay.

The last item will be the readiness of SpaceX's Starship system. Starship has only performed a few tests in mid-air and has yet to fly an orbital mission. SpaceX hopes to fly the orbital mission in 2022. Getting Starship ready for the moon was also delayed due to a complaint (and later lawsuit) by Blue Origin, a competitor in the HLS contract by NASA. The lawsuit is resolved, but it delayed the implementation of the HLS contract for several months.

- A. Describe the picture to your friends by using the following expression. (Imagine that you are the man). Introduce yourself to them proudly. Now you get started.

Hello everybody, I am an astronaut from America. My name is Eugene Cernan. You may call me Cernan. You see in the picture a picture of a spaceship set to the moon in 2025.

Any questions? You may ask the astronaut by giving the questions, for examples:

1. Have you ever been to the moon before?
2. Is there any preparation before going to the moon?
3. What do you think of the moon when you see it closely?

- B. Describe the condition in the picture above, in terms of the land, living things, and day and night phenomena. How is an astronaut probably getting along with nature during the journey?