Job Cast by **indeed**

Showcasing Your Skills: Tips to strengthen your job applications

Today's Panelists

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Learning Objectives

+ Understand types of job skills

+ Determine which job skills to hone

+ Explore tools for skill building

+ Communicate skills to employers effectively

Types of skills

Hard skills:

Technical knowledge or training that you have gained through any life experience, including in your **career or education**.

+ Bilingual or multilingual

+ Database management

+ Adobe software suite

+ Network security

+ SEO/SEM marketing

+ Statistical analysis

+ Data mining

+ User interface design

+ Programming languages

Soft skills:

Personal **habits and traits** that shape **how you work**, on your own and with others.

+ Emotional control

+ Dependability

+ Effective communication

+ Open-mindedness

+ Teamwork

+ Creativity

+ Problem-solving

+ Critical thinking

+ Adaptability

+ Organization

Transferable skills:

Qualities that carry over from one role to another because they are useful to employers **across various jobs and industries**.

+ Decision-making

+ Multitasking

+ Creative problem-solving

+ Collaboration

+ Written communication

+ Professionalism

+ Technology literacy

+ People management

+ Initiative

+ Customer service

Categories of skills

Business + finance

+ Clerical
+ Accounting
+ Administration
+ Finance
+ Negotiation
+ QuickBooks
+ Organization

Communication + interpersonal

+ Collaboration
+ Copywriting
+ Copyediting
+ Powerpoint
+ Public speaking
+ Speech writing
+ Active listening

Leadership + management

+ Delegation
+ Motivation
+ Strategic planning
+ Constructive feedback
+ Conflict management

Sales + marketing

+ Market research
+ Inventory software
+ Customer service
+ Social media
+ CRM
+ Sales analytics

Data + technology

+ Database management
+ Product design
+ Statistical analysis
+ HTML
+ Data visualization

Take inventory of your skills

Identify your strengths

+ Listen to feedback

+ Consider your passions

+ Pay attention to when you are most productive

+ Ask others directly

+ Take a personality test

+ Seek out new experiences

Does your existing skill set align with the requirements of the job?

Match keywords from the job description

Find a few jobs you'd like to apply for and compare your skills list to those listed by the employers.
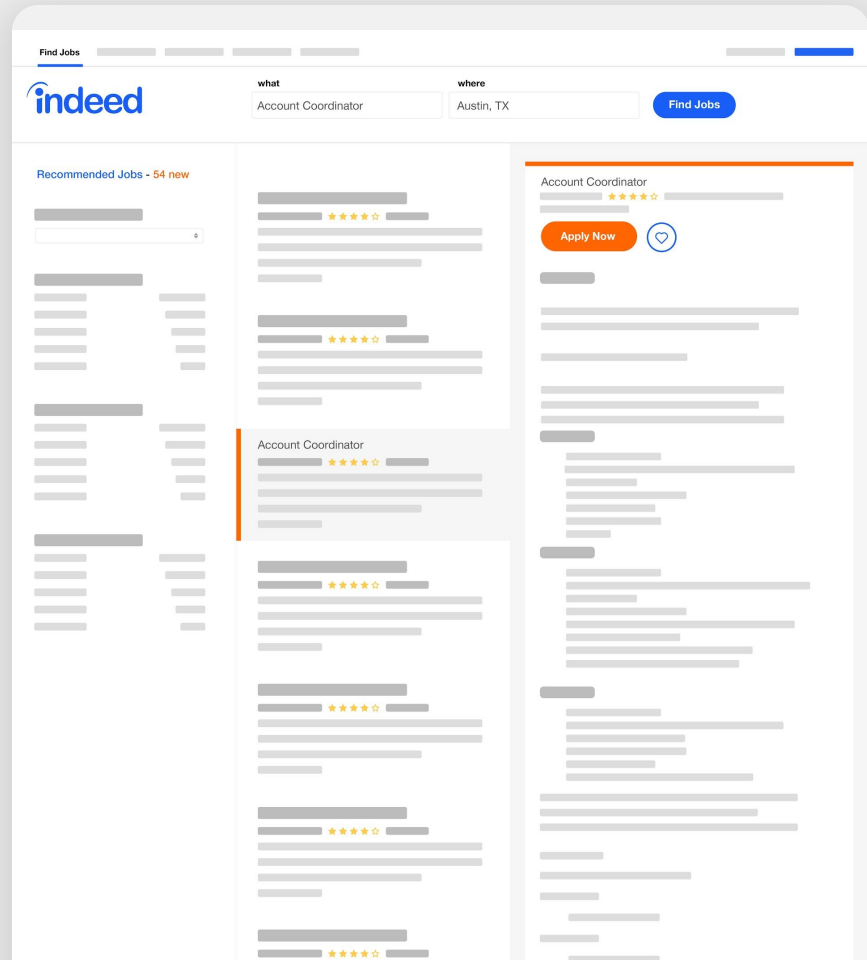
Check skills on Career Explorer

Each Career Explorer page has a section dedicated to the skills needed to get a job in that field.

indeed.com/career

Build a career you'll love

What
Care coordinator

Where
United States

Search

Overview   Salaries   **Skills**   Jobs   Companies   Questions   Articles

Home › Career Explorer › Care Coordinator › Skills

How to become a Care Coordinator

To work as a care coordinator, you need a degree in business, communication or any related medical field such as health care administration. Although most employers prefer individuals with a bachelor's degree, you can secure the job with a nurse training program or associate degree. As with other jobs, work experience is crucial for a care coordinator. Therefore, after completing your education, it is essential to seek work experience in an internship or an entry-level administrative position.

With time, you will gain experience that will make you eligible to apply for a care coordinator job. To increase the chances of getting employment, you need to ensure you get additional certifications by completing a post-bachelor certificate program. Depending on the institution, programs last somewhere from thirteen weeks to one year at most. Additional certification in patient advocacy or care coordinator can provide you with an added advantage in the job market.

Source: The Bureau of Labor Statistics (BLS)

Feedback

How to become: Patient Coordinator · Service Coordinator · Program Coordinator · Case Manager · Scheduling Coordinator

What skills help Care Coordinators find jobs?

✓ Home Care
✓ Behavioral Health
✓ Motivational Interviewing
✓ Time Management

✓ Case Management
✓ Computer Skills
✓ Organizational Skills
✓ Microsoft Office

✓ Social Work
✓ Computer Literacy
✓ Dementia Care
✓ Communication Skills

Put your skills to the test

Complete an Indeed Assessment to prove your top skills to employers and make your Indeed Resume stand out.

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indeed assessments

Module library   Case study

Screen the skills relevant to your hiring needs.

We offer a comprehensive range of testing options — from job knowledge to video interviews — across a variety of roles such as sales, hospitality, customer support, and more.

‹ BACK TO HOMEPAGE

Cognitive & psychometric

Computer skills

Job skills

Language
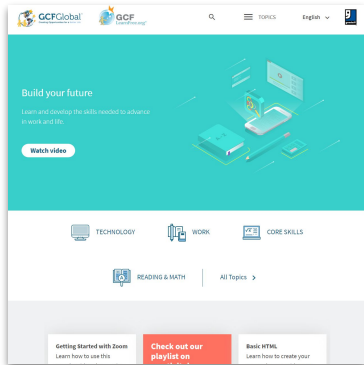
Job skills

26 MODULES

Accounting compliance skills test

The accounting compliance test provides insight into a job candidate's ability to understand information and financial data found in emails... View Details ›

Bookkeeping skills test

The bookkeeping assessment provides insight into a job candidate's ability to competently perform the daily responsibilities of a bookkeeper by View Details ›

Business goal alignment assessment for supervisors

Comprised of 17 multiple-choice questions, the goal alignment assessment for supervisors requires candidates to listen to audio clips... View Details ›

Business math test

The business math test requires job candidates to assess information and numerical data found in statements, charts, and receipts that illustrate real-world scenarios. View Details ›

Classroom management test for elementary teachers

The classroom management test places emphasis on learning how a job candidate would react to a variety of real-life situations... View Details ›

Customer focus and orientation skills test

The customer focus and orientation skills test provides candidates with a series of customer service scenarios. View Details ›

Data entry test

Covering various industries – including health care, customer service, and hospitality – the data entry test is specifically designed to... View Details ›

Delivery driver vehicle maintenance test

The delivery driver test and vehicle maintenance test assesses a candidate's knowledge of how to appropriately respond to... View Details ›
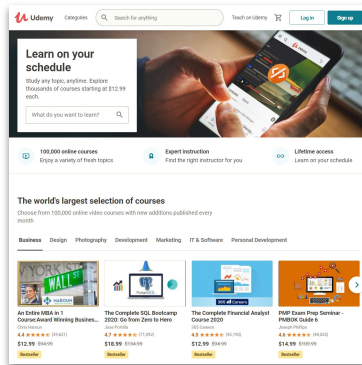
Skill building

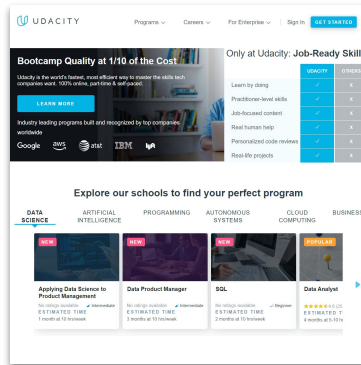# Learn new skills online

GCF Global

Udemy

Udacity

Coursera

Ed2Go

Fill gaps with volunteer work

Volunteering can help you learn and apply new skills, especially if you are transitioning between jobs or industries.

Look for volunteer opportunities at your workplace or with community organizations that allow you to fill skill gaps.

Other ways to develop skills

+ Set goals for yourself

+ Find a mentor

+ Take advantage of company training

+ Participate in job shadowing

+ Join a professional association

+ Enroll in an online certification/degree program or continuing education courses

Communicating your skills
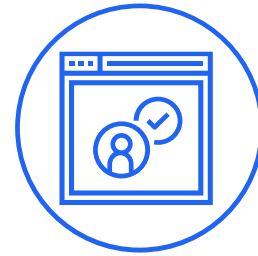
Human

Computer

+

Hiring manager
or recruiter

Applicant tracking
system

Communicating your skills in your job application

Resume

Weave your skills into your professional experience section.

"Created an innovative mentorship program to support 17 new mothers in the workplace, enhanced the company culture and lowered turnover by 25%."

List your skills in a separate skills section.

"Relevant skills: Mastery of Quicken and Quickbooks, employee benefits administration, new hire onboarding, multistate payroll, employee relations."

Indeed Resume skills section

Use the designated section to enter skills. To help you, the text box will auto-populate known skills as you type.

Skills

💡 **Do you have any of these top skills employers are looking for?**

+ **Inventory Control**	+ **Payroll**
+ **Retail Sales**	+ **Restaurant Mana…**
+ **Retail Management**	+ **Recruiting**
+ **Management**	+ **Sales**

* Required fields

Add a new skill *

e.g. Microsoft Office

[   ] **Add**

☐ I do not want to enter any skills at this time

Assessments + Certifications

Assessments and certifications provide clear evidence of your capability or skillset.

These can be especially helpful when changing roles if you haven't used the skill in your work history.

Cover Letter

Pick your 3 strongest skills and highlight them in 1 or 2 examples.

In my current role as a **lead project manager**, I once **managed the overhaul of our product's design and user experience**. Not only did I ensure we **met all deadlines**, but I helped **eliminate process inefficiencies** and saved the company more than **$15,000**. I'm confident I can help bring the same sorts of outcomes to your company.

Check that you're using keywords that match the job description.

Communicating your skills in your job interview
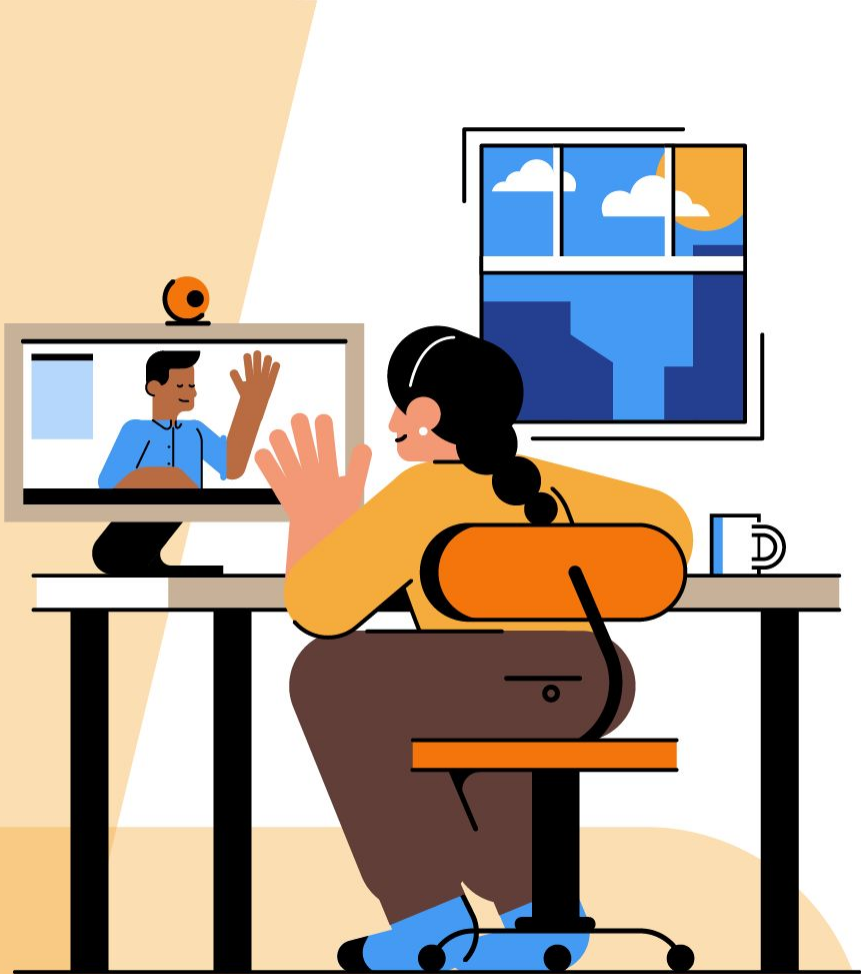
Demonstrate your soft skills

+ **Punctuality or dependability:**
Show up on time or early to the interview

+ **Active listening:**
Maintain eye contact and ask follow-up questions

+ **Effective communication:**
Speak clearly when prompted

+ **Integrity:**
Answer questions about your resume and experience honestly

Elaborate on your hard skills

+ Explain your experience and training

+ Provide a portfolio (digital or physical)

+ Effectively answer technical questions related to the work

+ Ask follow-up questions related to the work

+ Work through skills tests (if required at the interview)
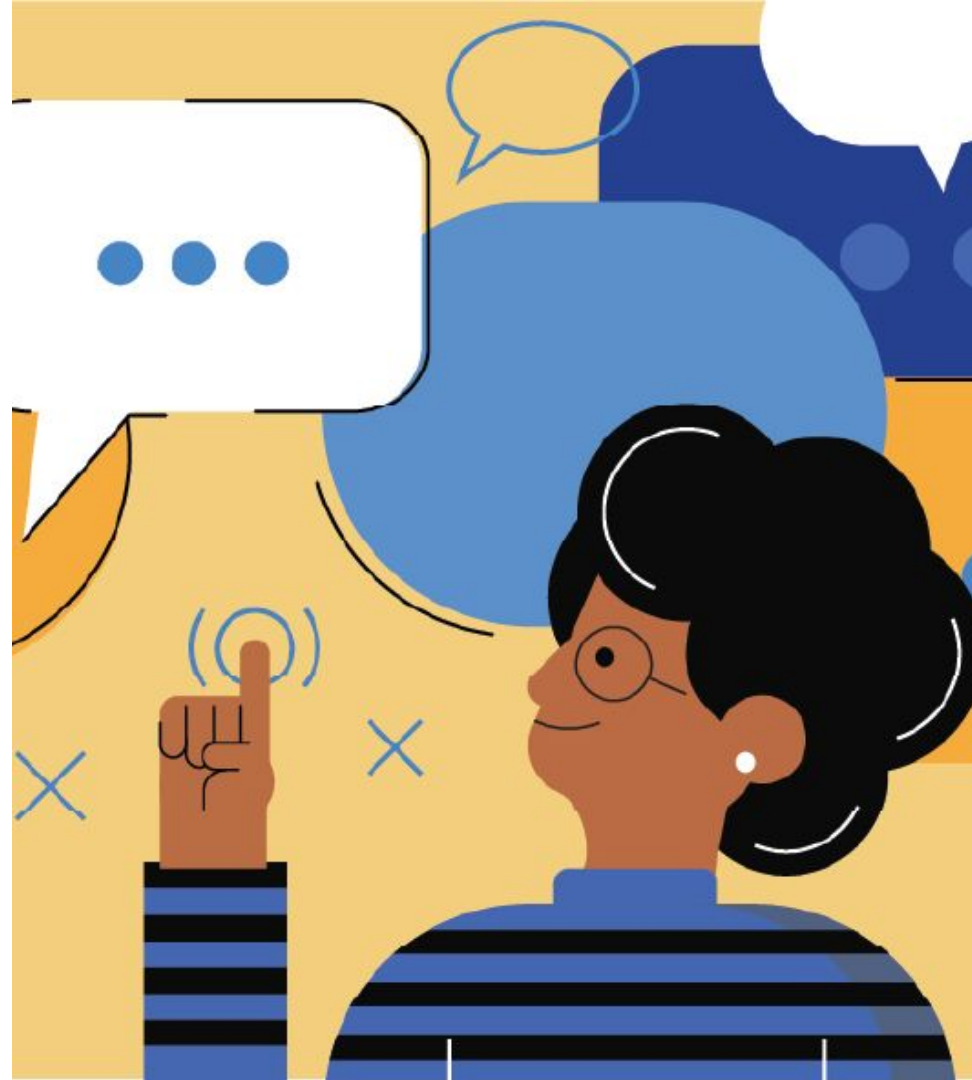
Be a STAR

Situation: *What is the context of your story?*

"We were working on a six-month contract for a high-value client, when our agency merged with another, larger firm."

Task: *What was your role?*

"It was my role to lead the transition for my group, while also communicating with our client to keep the project on track."

Action: *What did you do?*

"I set up weekly check-ins with the client to update them on the progress of the merger…"

Results: *What happened?*

"We completed the project on time, meeting all of their specifications..."

Be a STAR

Share an example of a time when you faced a difficult problem at work. How did you solve it?

" I was working as a **retail manager** at a department store during **prom season**. A customer purchased a dress online and had it delivered to the store. One of my associates accidentally put the dress out on the floor, where another customer immediately purchased it. Before calling the customer to let her know about the mistake, I located the same dress at another store location nearby. **I ordered it to be pressed and delivered to her home the morning of prom, along with a gift card to thank her for her understanding.** The customer was so thankful, she wrote us a **five-star review** on several review sites. "

Your **skills are the superpowers** that make you the hero of your story.

Q&A

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Indeed Job Cast

Virtual workshops that prepare you for work.

Register for our free webinars to learn helpful tips and expert advice on navigating the world of work. With a new Job Cast released twice each month, you can explore a variety of topics to help you lead a successful job search and beyond.

Unemployment Explained

Find out how to navigate financial support and whether you qualify for federal aid in this deep dive on unemployment insurance.
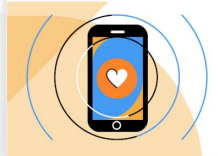
Get the Job in Healthcare

Learn why healthcare jobs are in high demand and tips on securing a job in this fast-growing industry.

Think like an Employer

Get a recruiter's perspective of the hiring process and insights on what makes a candidate stand out.

Watch On-Demand

Whether you're tuning in for the first time, looking for a refresher or want to share these tips with a friend, Indeed Job Cast is now on-demand and available on YouTube. The information presented in these webinars does not represent a forecast, prediction, or other indication of future market or economic performance, and should not be relied upon for such purposes.

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Interviewing - Tips for before, du...

We're here to help!

At Indeed, our mission is to help people get jobs. We've compiled a variety of resources on how to work from home if you can, find work quickly when you need it, and navigate remote job search.

indeed.com/heretohelp
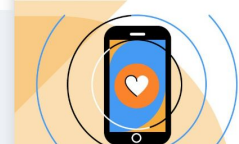
Learn more from Goodwill

As nearly all Goodwills have reopened, contact your local Goodwill to confirm career center hours.

goodwill.org/locator
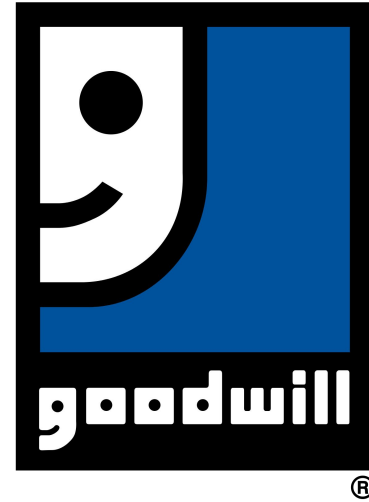
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Thank you!