

These 9 skills are great ones to have on your résumé right now

Looking for a new job can be hard. It is difficult to balance writing cover letters, interviewing, and standing out from so many eager candidates is no easy feat. If your résumé is easy to read, free of typos, and features great relevant experience, try adding some skills to the bottom. Your skill set can market you as a top candidate, setting you apart from the rest of the applicant pool. Below, you'll find some relevant skills for a variety of careers, so there's bound to be something worth enrolling in to set you apart.

1. Adobe Photoshop

If you're looking to pursue a more creative career, such as photo editing or graphic design, a basic knowledge of Photoshop is usually a requirement.

2. Microsoft Excel

Those who work in finance spend the bulk of their days entering and analyzing information in a Microsoft Excel spreadsheet, so it's crucial to know the program inside out.

3. Spanish or another foreign language

Learning a new language is not an easy task; it forces you to rewire your brain a bit. But the benefits of learning a second language are well documented. People who are bilingual tend to have better memories and are better at multitasking. They are more desirable for certain jobs, too.

4. Web development

A basic understanding of web development is useful to a variety of careers, and not all of them are based in tech.

5. WordPress

Whether you're an established editor making the switch from print to digital or a new graduate prepping for your first post-college job, everyone working for a website should understand how the back end of sites work. Each content-management system (CMS) varies from publication to publication, but mastering WordPress is great starting point.

6. Public speaking

No matter what industry you work in, one thing's for sure: You will most likely have to speak in front of a large crowd at some point in your career. Some people are naturals at public speaking; others aren't. If you find yourself in the second category, learn how to be calm, cool, and collected with enrolling in public speaking courses.

7. SEO

Consider learning search-engine optimization (SEO), a great tool for anyone whose job measures success with clicks, likes, and shares. By adding SEO to your skill set, you're showing your potential employers that you have what it takes to execute a high-trafficking article or successful social-media campaign.

8. Google Analytics

If SEO training piqued your interest, enrolling in a Google Analytics course is a smart move, too. Now that you're learning about how to optimize your articles and campaigns, you need a way to record and analyze your results.

9. Product management

Getting a new idea off the ground and in front of potential investors can be hard. Whether you're on the marketing team for a new start-up or prepping to showcase your product on "Shark Tank," a course in project management is not to be missed.