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Skills for a resume examples

CV Skills Section: The Key to Standing Out To showcase your abilities effectively, it's essential to present them in a well-organized manner: To identify your strongest skills, reflect on the evidence supporting your claims. This includes official documents, awards, or certificates from work or school, as well as examples of skill application. Utilizing mind-mapping tools like MindMeister can be beneficial for visualizing complex information and creating connections between ideas. Organize your thoughts to clearly identify your best skills, making it easier to highlight the most crucial ones. Creating a list of your top skills during this exercise can help decide which to emphasize in your CV. Be realistic about your hard skills; if you're claiming expertise in something unique, other employers may find it difficult to believe. For related roles, ensure you include relevant hard skills in your section. Avoid exaggerating your skills or expertise, and seek feedback from friends or family members if needed. Research the industry's required soft and hard skills. Try different brainstorming techniques, such as mind mapping, word association, or drawing pictures, to identify your best skills. Aim for a balance between hard (80%) and soft skills (20%). Write down as many skills as possible to have a comprehensive understanding of your abilities. Highlight your top skills in bold and the most important ones in italics. The skills section, often referred to as "Hobbies & Interests," should be handled carefully, as some employers may view too many hobbies or interests negatively. Showcase your hard skills first to make them stand out on your CV. If a hobby involves skills, include it to demonstrate transferable knowledge. Aim for at least four or five lines in the skills section and include multiple skills per area. If you're struggling to select relevant skills, refer to your CV and identify experiences that stood out during your job search. Avoid writing too much on one page; instead, focus on quality over quantity. Ensure good grammar, spelling, and punctuation, as this reflects your attention to detail and commitment to quality work. Given article text here Looking ahead of the curve, you're standing out from others with a unique set of skills that haven't been heard before. These can range from organizing a sports team or charitable committee to essential administration tasks like handling customer complaints. While basic skills are widely shared, it's not about being excellent in them; rather, it's about having an edge over others. There are three types of skills to consider: relevant, transferable, and works confidently. Relevant skills align with the job or industry you want to work in, while transferable skills can be applied across multiple roles and industries. A confident demeanor is crucial, showcasing your ability to take control and make decisions. However, don't exaggerate your abilities if you're not genuinely interested in exploring how your skills can be applied. Some of the most valuable skills are those that may seem unfamiliar or require significant learning. To identify these hidden gems, start by listing your existing skills and ask for clarification from others if needed. Then, consider each skill's difficulty level compared to caring for a dog or helping someone with an injury. Finally, don't overlook any skill when searching for a new job, weigh its importance based on factors like ease of learning, relevance to the desired career, frequency of use, and usefulness across different industries. Here's a list of popular skills to include in your CV, emphasizing your enthusiasm and interest: • Effective communication • Basic administration tasks Successful performance at work relies on several essential skills. Effective communication is crucial, not only for job satisfaction but also for making a lasting impression. By highlighting your strengths in written communication, active listening, public speaking, and reading ability, you can stand out as a candidate. Moreover, teamwork and leadership capabilities are vital for driving results. Cooperation, adaptability, reliability, empathy, and compromise are key skills to demonstrate when working with others. Negotiation is another crucial skill that can lead to career success. By showcasing your creative problem-solving, appropriate compromise, decision-making, flexibility of mind, leadership capabilities, strategic thinking, and teamwork, you can increase your chances of landing a job or securing a higher salary. This skill also enables you to speak up for yourself with confidence and navigate outside-the-office situations. Time management is essential for both personal and professional life. By highlighting your ability to prioritize tasks, set deadlines, deal with unexpected problems, plan daily tasks, and manage projects smoothly, you can demonstrate your effectiveness. Additionally, showing leadership capabilities, creativity, delegation, consistency, teamwork, continuity, planning, and quick decision-making skills can further solidify your success as a team player. Lastly, being detail-oriented, able to manage multiple tasks at once, and having strong organizational skills are vital for efficiency and achieving work goals. By highlighting how these skills have contributed to your success, you can showcase your value as a professional. Effective Skills for Job Success in Teamwork, Problem-Solving, Financial Planning, Computer Literacy, Time Management, Critical Thinking, and Customer Service. People skills are crucial for success in any job, and highlighting them can make you stand out from others. To demonstrate people skills on your CV, consider the following: initiate conversations to network professionally, handle groups and meetings effectively, deal with difficult individuals, and communicate well in challenging situations. Self-motivation is also vital, as it enables you to complete tasks on time despite obstacles. Show self-motivation by emphasizing a high work ethic, ability to stay busy during tough times, willingness to take on extra tasks, and drive to succeed. Focus on including soft skills that add value to the company, such as problem-solving, interpersonal, computer, foreign language, organizational, leadership, and communication skills. Quantifiable skills, like improving sales or increasing efficiency, are more impressive than generic hard skills. When choosing skills to highlight, consider what you can demonstrate within 10 seconds of being asked. Avoid putting down skills that you think a company wants to see, but instead focus on what would actually benefit the company. In Fijian culture, a unique practice called veigia or daubati involved older female tattooing specialists. Before Christian missionaries arrived in the 1830s, this custom was widespread. However, it disappeared and was only revived in the 21st century. In traditional Fijian society, tattoos were believed to enhance a woman's beauty, making her more attractive for marriage. The process of receiving veigia was deeply ritualized, with various regional variations. Preparation often included abstinence from food or sexual relations, as well as inducing vomiting to cleanse the body. The finished tattoo design might feature motifs such as turtles, wandering tattlers, pottery, and basketry. Once complete, a young woman would receive her first fringed skirt, signifying the end of the process. Recently featured: "Mother" by Meghan Trainor, Tesla Model S, Metrosideros bartlettii, Archive By email, More featured articles... Indonesian soldiers kill at Trisakti University in Jakarta, leading to widespread riots and President Suharto's resignation nine days later Seattle Reign FC celebrates 11th season in NWSL The 1st Australian Task Force (1 ATF) was a major military unit deployed to South Vietnam from 1966 to 1972. Based at Nui Dat, it consisted of two initial infantry battalions and later expanded to three, with support units including armour, aviation, engineers, and artillery. The task force primarily focused on securing Phuoc Tuy Province but occasionally conducted operations outside its designated area. Australian forces in Vietnam deployed a task force, known as 1 Australian Tactical Force (1 ATF), to Phuoc Tuy Province with the aim of extending government control and securing key routes. The force, led by Brigadier David Jackson, was composed of dispersed companies supported by artillery, armored personnel carriers, and helicopters to separate the Vietcong from the population in villages. With its own Tactical Area of Responsibility (TAOR), 1 ATF pursued operations independently using their own methods, allowing for greater freedom of action. The force was commanded under operational control of US II Field Force, Vietnam, and had a significant objective of securing Route 15 to ensure allied control of the port at Vung Tau. The area proved ideal for establishing a military presence due to its location astride a major communist supply route and proximity to both VC bases and Ba Ria. This strategic placement allowed for easy liaison with local authorities while maintaining a safe distance from potential threats.[16] The Australian doctrine emphasized creating a base of operations that would separate the guerrillas from the local population, thereby protecting civilians. By establishing a permanent presence in Nui Dat, 1 ATF aimed to form a buffer zone between the VC and inhabitants, ultimately focusing on destroying VC forces while leaving security for towns and villages to South Vietnamese authorities.[19] The initial force consisted of two infantry battalions (5th and 6th Battalion, Royal Australian Regiment) supported by various units including APC Squadrons, artillery regiments, SAS, engineers, signals squadrons, reconnaissance flights, and intelligence detachments. Although ostensibly independent, US forces provided significant support in the form of artillery, air support, and helicopter gunships.[22] The hastily assembled 1 ATF had to rapidly deploy into a complex environment with few senior personnel having direct experience in counter-insurgency operations or knowledge of the situation on the ground. Despite these challenges, 1 ATF began arriving at Vung Tau between April and June 1966 and commenced securing the area around Nui Dat during Operation Hardwood.[25] Despite being understrength, the Australian brigade in an area with high VC activity had to use up to half of its force, limiting its freedom of action.[28] As part of the occupation, all inhabitants within a 4,000-metre radius were removed and resettled nearby. A protective security zone was established, marked by Line Alpha, and a free-fire zone declared. This unusual setup aimed to deny the VC observation of Nui Dat and ensure greater security for patrols entering and exiting the area.[29][30] In August 1966, D Company 6 RAR, supported by artillery, defeated a VC force of at least regimental strength in the Battle of Long Tan, suffering 18 killed and 24 wounded, while recovering 245 VC bodies. This decisive Australian victory led to increased local security and allowed the task force to pursue government authority restoration.[33] However, during February 1967, the Australians suffered their highest casualties up until that point, with 16 men killed and 55 wounded in a single week, mostly due to Operation Bribie.[34] The 5 RAR and 6 RAR completed their tours by mid-1967 and were replaced by 7 RAR and 2 RAR. New Zealand's Victor Company RNZIR arrived in May 1967 from Malaysia and served with the outgoing 6 RAR before joining the newly arrived 2 RAR.[36] A major tactical blunder occurred when 1 ATF Command laid a minefield over a 10 km area, which ultimately led to most Australian and New Zealand casualties. By June 1967, close to 23,000 mines had been laid within a cleared strip between fences.[37] Security proved ineffective, allowing the VC to re-use the lifted mines against the Australians and New Zealanders.[38] The war continued to escalate following increased American troop deployments, leading to heavy reinforcements for 1 ATF. A third infantry battalion, 3rd Battalion, Royal Australian Regiment, arrived in December 1967, alongside an additional New Zealand company. In February 1968, two Centurion tank troops from the 1st Armoured Regiment were deployed, along with bulldozer and bridgelayer tanks. This increased troop strength by 1,200 men to a total of 7,672 Australian personnel. The Australian Task Force in Vietnam reached its peak strength during the war, with a total of five rifle companies integrated into one battalion. This increase effectively doubled the combat power available to the task force commander. The ANZAC battalions were commanded by an Australian officer, with a New Zealand officer appointed as deputy commander. New Zealand troops made up the majority of the battalions. In 1969, the task force of the Australian Task Force peaked at over 8,000 men. Operation Marsden, conducted by the Australian Tactical Force (ATF) in December 1969, was a pivotal search-and-destroy mission that significantly weakened the PAVN/VC forces in the May Tao Mountains. The VC 5th Division's headquarters and base provided critical logistics, controlling the VC 274th and 275th Regiments as well as local guerrilla forces. The operation involved all five infantry companies from 6 RAR/NZ, which deployed on December 2nd. A Company scaled the mountains, navigating through a 200-metre-wide minefield of improvised mines made from unexploded US Air Force cluster bombs. D Company discovered the first major stores dump in a cave at the south of the mountains, containing approximately 2,500 anti-personnel grenades, 22 anti-tank mines, and a large quantity of weapons, equipment, and explosives. B Company found signs of the K76A Hospital on the north side of the mountain, while V Company located another hospital with 17 large bunkers. By December 12th, all companies were discovering enemy signs and having contacts. W Company patrolled north-east of the Song Rai River, locating a large enemy camp with 25-28 VC, which they attacked, killing one and capturing the remainder. The operation continued until December 29th, resulting in four Australian casualties, none wounded, while the VC suffered 22 kills, five wounded, and 21 prisoners. The seizure of approximately 1.5 tonnes of pharmaceuticals was the largest amount ever seized by allied forces during the war. As of this time, W Company from the New Zealand infantry was also withdrawn. Australian combat forces continued to be reduced throughout 1971 as part of a phased withdrawal. The Battle of Nui Le on September 21 marked the last major battle fought by Australian and New Zealand forces in the war, resulting in five fatalities and 30 wounded among Australians. By February, the New Zealand SAS troop had been withdrawn, followed by the artillery battery in May. On October 16, Australian forces handed over control of Nui Dat base to South Vietnamese forces, while 4 RAR sailed for Australia on December 9. V Company, the New Zealand medical team, and other units were also withdrawn at this time. Meanwhile, D Company remained in Vung Tau until March 12, 1972, completing final withdrawal procedures. Although the task force had achieved some success in dominating its area of operations and reducing PAVN/VC influence, its departure allowed PAVN/VC forces to re-enter Phuoc Tuy province. The war ultimately saw Australian Army casualties total 478 killed and 3,025 wounded, with New Zealand suffering 37 killed and 187 wounded while serving in the task force. The Australian Army unit known as 1 ATF (1st Australia Task Force) was established in 1967 and operated under the command of AFV (Australian Field Headquarters Vietnam). The unit was closely linked to the US military, with No. 9 Squadron RAAF operating UH-1 Iroquois helicopters from Vung Tau to support 1 ATF. Several officers led 1 ATF during its operation, including Brigadier O.D. Jackson, Brigadier S.C. Graham, and Brigadier B.A. McDonald. Despite the VC (Viet Cong) largely retreating by 1968-69, the situation in Phuoc Tuy province continued to be challenged throughout the late 1960s and early 1970s. The VC launched several attacks on RF outposts and villages during this period, including during the Tet Offensive in 1968, the incursion of the North Vietnamese 33rd Regiment in mid-1969, and further incidents in 1971. The situation remained tense until the Easter Offensive in 1972. Throughout its operation, 1 ATF was supported by other Australian units, including the Royal Australian Regiment (6th Battalion) and the 1st Armoured Regiment. The unit also conducted various operations, including Operation Mundingburra and Operation Marsden, which were documented in service stories and histories. The text appears to be a list of references used in writing about the Australian military's involvement in the Vietnam War. The references are primarily academic books and articles, with some official histories and encyclopedias also included. Some specific sources mentioned include "An Independent Command" by Ross William Cable, "The Encyclopaedia of Australia's Battles" edited by Chris Coulthard-Clark, "The Oxford Companion to Australian Military History" edited by Peter Dennis et al., and "Australia and the Vietnam War: The Essential History" by Peter Edwards. Other sources mentioned include books on specific aspects of the war, such as infantry, engineers, and combat units. There are also references to official histories and studies published by the Australian government and military institutions. Overall, the text provides a list of credible and reliable sources that can be used for research or study on the topic of Australia's involvement in the Vietnam War. Australian military operations in Vietnam were extensively documented through various publications and archives. A notable example is "The Role and Impact of Civil Affairs in South Vietnam 1965-1971" by Barry Smith, which highlights the significance of civil affairs in the conflict. Additionally, books like "Destroy and Build: Pacification in Phuoc Tuy 1966-72" by Thomas Richardson and "The Search for Tactical Success in Vietnam: An Analysis of Australian Task Force Combat Operations" by Andrew Ross, Robert Hall, and Amy Griffin offer valuable insights into the war. Furthermore, archival materials such as the Australian War Memorial's "Vietnam War 1962-1972 Australian Order of Battle for Vietnam 1962-1972" and the Army History Unit's "Australian Military Operations in Vietnam" provide a comprehensive overview of the conflict. No. 9 Squadron RAAF played a significant role in the Battle of Coral-Balmoral, alongside other notable units like 2nd Battalion, Royal Australian Regiment, and II Field Force, Vietnam, which contributed to various operations including those under the command of 20th Regiment, Royal Australian Artillery.