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example of  
featuring Excel in  
the skills section  
of your resume:  
"6 years of  
advanced  
Microsoft Excel  
knowledge  
including SUMIF,  
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functions”. 2. List experience with Excel using clear examples. Your Excel skills can also be featured in your past job experience.

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resume buzz  
phrase: Proficient  
in Microsoft  
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Office typically means you are able to use MS Word to edit text documents, create templates, and automate the creation of tables of content.

Proficient in Excel means running and creating

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functions, pivot  
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used to create  
business  
spreadsheets,  
organize large

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amounts of  
information and  
perform complex  
computations.  
Include Microsoft  
Excel on your  
resume if you are  
experienced in  
creating  
spreadsheets,  
formatting cells  
and organizing

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data into rows.

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a number of

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clerk with the  
excellent speed in  
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might say



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with the  
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years. Completely  
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developing the  
short and long  
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the firm and can

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contribute  
passionately  
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productivity and  
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Actively works in  
various account  
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able to use MS

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automate the  
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the firm. Aimed at  
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productivity and  
compliance.  
Actively works in  
various account  
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