

How To Include Excel Skills on Your Resume

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Featuring your strongest skills on your resume is the most effective way of informing hiring managers that you're capable of filling a position with their company. A strong Excel skills section on your resume can best inform hiring managers of extensive knowledge of this software program.

In this article, we explain the importance of Excel skills and list five Excel skills you may consider including in your resume, as well how to create an Excel skills section on your resume.

What are Excel skills?

Excel is a program within the Microsoft Office Suite. It contains a spreadsheet that can automatically input, calculate and analyze data, which makes it a valuable skill for the workplace. Employees can use Excel to accomplish an abundance of daily tasks. Since Excel can perform many tasks, potential employers will benefit from viewing detailed descriptions of each Excel skill on your resume.

Here are a few ways employees can use their Excel skills in the workplace. They can help employees:

- Determine, analyze and improve a company's strategic goals
- Calculate a company or department's budget and profit

- Record data and data entry inputs
- Build a schedule to track significant dates, project instructions or work progress

Examples of Excel skills to include on your resume

Excel skills can vary from basic to advanced levels. Using Excel can range from inputting numbers to calculating complex formulas. Excel skills to consider listing on your resume include:

1. Capturing and recording important data

Some workplace tasks may involve recording information in an Excel spreadsheet. This can include:

- Taking existing data from a separate document and inputting it into Excel
- Creating a financial strategy or budgeting plan from scratch and typing it into Excel
- Transferring a schedule from an outside source and rebuilding it in Excel

Many employers will require employees to perform similar tasks regularly. This is why it's helpful to possess advanced typing skills to complete these items quickly.

2. Using shortcuts and formula functions

To calculate and record data sets efficiently, Excel has various functions and shortcuts. It can calculate data quickly and easily, making daily tasks more productive. Here are a few formula functions available in Excel:

SUMIF

This function adds the data in a selected range of cells and shows its final solution based on pre-defined criteria. For example, you could input numbers into two cells and program the third to produce the results of cells one and two added together. You can use text, dates and general numbers when performing this function.

COUNTIF

This function automatically counts the cells it's programmed to count. For example, if you're sorting through a lengthy document with employee vacation days listed by month, you can use a COUNTIF feature to list the total July vacation days employees used. This function counts dates, general numbers and text.

VLOOKUP

If you're gathering data scattered throughout another Excel spreadsheet, this function can help you locate it and quickly transfer it to your current spreadsheet.

3. Building charts and graphs

Employers may expect you to present the information you've input into Excel. You can create charts and graphs to showcase this data. This can make it easier for team members to read and understand the data you have gathered. Proven knowledge of Excel's charts and graphs can show a potential employer you have experience presenting and showcasing analytical findings.

4. Sorting and filtering data

Some jobs involve sorting through pre-existing data and determining what to keep on your current spreadsheet and which data is no longer relevant. You can use Excel to sort through data to find the information you want to report on. Once filtered, Excel can organize this data in a logical and meaningful sequence. Knowing how to utilize these features in Excel can make long spreadsheets easier to understand and analyze. It's also helpful to know how to store data in ascending or descending order to find information quicker.

5. Utilizing pivot tables

When you need to summarize large quantities of data, you can use a pivot table to group and reorder these findings in a way that makes it easier to organize. You can categorize different number sets and list them accordingly to make it easier to sort through and find the information you're searching for. You can segment various numbers and data by date, percentage or any other variable you desire.

How to write an Excel skills resume section

When reading your resume, a potential employee may closely analyze your Excel skills and experience to see if it aligns with the data-related responsibilities listed in their job description. Here is how you can showcase your Excel skills in your resume.

1. Detail each Excel skill you possess

As you list [skills on your resume](#), try to be specific and detail your Excel skills. Mention how long you've had each skill and what functions you can perform. Here's an example of featuring Excel in the skills section of your resume:

"6 years of advanced Microsoft Excel knowledge including SUMIF, COUNTIF and Vlookup functions"

2. List experience with Excel using clear examples

Your Excel skills can also be featured in your past job experience. You can clearly explain how Excel was used to help you achieve in your previous position. This can show potential employers how you can apply those past skills to an upcoming position. Here is an example of showcasing your Excel skills in the experience section of your resume:

“Utilized Microsoft Excel to categorize previous budget reports into a detailed pivot table to develop an improved company financial strategy”

3. List previous Excel courses

In addition to your experience with Excel in the workplace, you can list the Excel courses you've previously taken. This is especially helpful if any of these courses taught you advanced skills that can be used in the position you're applying for. This can be a course you've completed at a university or through an online program. Here's an example of listing your previous Excel courses.

“Gained knowledge on filtering and sorting data after completion of Advanced Microsoft Excel course at Colorado State University”