

Skills to Consider

Use the soft skills below on your resume and during your interview. When appropriate, add a professional story to demonstrate your skills.

COMMUNICATION SKILLS

Listening	Public speaking	Writing correspondence
Negotiation	Reading body language	Writing proposals
Nonverbal	Storytelling	Writing reports
Persuasion	Verbal communication	Writing skills
Presentation	Visual communication	

CRITICAL THINKING SKILLS

Adaptability	Desire to learn	Resourcefulness
Artistic aptitude	Flexibility Innovation	Thinking outside the box
Creativity	Logical thinking	Tolerance of change
Critical observation	Problem-solving	Troubleshooting
Critical thinking	Research	Value education
Design aptitude		Willingness to learn

LEADERSHIP SKILLS

Conflict management	Giving clear feedback	Motivating
Conflict resolution	Inspiring others Management	Project management
Deal-making	Managing difficult conversations	Resolving issues
Decision-making	Managing remote/virtual teams	Successful coaching
Delegation	Meeting management	Supervising
Dispute resolution	Mentoring	Talent management
Facilitation		

POSITIVE ATTITUDE

Confidence	Enthusiasm	Patience
Cooperation	Friendliness	Respectability
Courtesy Energy	Honesty	Respectfulness

TEAMWORK

Accepting feedback	Emotional intelligence	Networking
Collaboration	Empathy	Persuasion
Customer service	Dealing with difficult personalities	Self-awareness
Dealing with difficult situations	Intercultural competence	Selling skills
Dealing with office politics	Interpersonal skills	Social skills
Disability awareness	Influence	Team-building
Diversity awareness		Teamwork

WORK ETHIC

Attentiveness	Organization	Scheduling
Business ethics	Perseverance	Self-direction
Competitiveness	Persistence	Self-monitoring
Dedication	Planning	Self-supervising
Dependability	Proper business etiquette	Staying on task
Following direction	Punctuality	Strategic planning
Independence	Reliability	Time management
Meeting deadlines	Resilience	Trainability
Motivation	Results-oriented	Working well under pressure
Multitasking		

INCORPORATING HARD (TECHNICAL) SKILLS

Hard (technical) skills are specific, teachable abilities you learn through education, training, or hands-on experience. They're usually measurable and easy to prove—through tests, certifications, projects, or work samples.

TECHNOLOGY & DATA

- Microsoft Excel (formulas, pivot tables)
- Data analysis & visualization (Tableau, Power BI)
- Basic coding (Python, Java, SQL)
- Cybersecurity fundamentals
- Cloud computing basics

DESIGN & MEDIA

- Graphic design (Adobe Photoshop, Illustrator)
- Video editing (Premiere Pro, Final Cut)
- UX/UI design basics
- Social media analytics

SCIENCE & ENGINEERING

- Laboratory techniques
- CAD software (AutoCAD, SolidWorks)
- Technical writing
- Research methods & data collection

TRADE & PRACTICAL SKILLS

- Equipment operation
- Electrical or mechanical basics
- Safety procedures & certifications

BUSINESS & FINANCE

- Financial analysis & budgeting
- Accounting fundamentals
- Project management (Agile, Scrum)
- Market research & data interpretation