

LIST OF SOFT SKILLS

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

LEADERSHIP SKILLS

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

POSITIVE ATTITUDE

Confidence	Enthusiasm	Patience
Cooperation	Friendliness	Respectability
Courtesy	Honesty	Respectfulness
Energy	Humor	

LIST OF SOFT SKILLS

TEAMWORK

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

MORE SOFT SKILLS

Assertiveness	Highly recommended	Technology-savvy
Business storytelling	Independent	Technology trend awareness
Business trend awareness	Interviewing	Tolerant
Effective communicator	Knowledge management	Training
Ergonomic sensitivity	Meet deadlines	Willing to accept feedback
Follow instructions	Performance management	Work-life balance
Follow regulations	Process involvement	
Follow rules	Quick-witted	
Function well under pressure	Safety-conscious	
Good attitude	Stress management	