

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

CRITICAL THINKING SKILLS

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

LEADERSHIP SKILLS

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

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TEAMWORK

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

WORK ETHIC

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

POSITIVE ATTITUDE

- Confidence
- Cooperation
- Courtesy
- Energy
- Enthusiasm
- Friendliness
- Honesty
- Humor
- Patience
- Respectability
- Respectfulness

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MORE SOFT SKILLS

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