



150+

Essential Soft Skills to Include on a Resume

Work on these skills and highlight them in job applications, resumes, cover letters, and interviews.

150+ Essential Soft Skills

Communication

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

Critical Thinking

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

150+ Essential Soft Skills

Leadership

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

Positive Attitude

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

150+ Essential Soft Skills

Teamwork

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

Work Ethic

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

150+ Essential Soft Skills

More Soft Skills

- Emotion management
- Ergonomic sensitivity
- Follow instructions
- Follow regulations
- Follow rules
- Assertiveness
- Business ethics
- Business storytelling
- Business trend awareness
- Customer service
- Effective communicator
- Independent
- Knowledge management
- Meets deadlines
- Functions well under pressure
- Good attitude
- Interviewing
- Motivating
- Perform effectively in a deadline environment
- Performance management
- Positive work ethic
- Quick-witted
- Results oriented
- Safety conscious
- Scheduling
- Self-supervising
- Stress management
- Problem solving
- Process improvement
- Self-awareness
- Team player
- Technology trend awareness
- Training
- Willingness to learn
- Troubleshooting
- Tolerant
- Trainable
- Willing to accept feedback
- Work-life balance
- Works well under pressure
- Technology savvy