

Qualities and Skills for Resumes

A list of some of the qualities and skills that employers are looking for. (Not including technical/job knowledge skills) **Always read the job description.** Use the same terminology in your resume and cover letter.

accurate	energetic	relationship management
adaptable	engaging	reliable
administrative skills	enthusiastic	resourceful
analytical	entrepreneurial	responsible
arbitration	ethical	results-oriented
articulate	experienced	risk taking
attentive to detail	facilitation skills	safety conscious
bilingual or multilingual (list languages)	financial skills	sales skills
budgeting skills	flexible	self-motivated
business development skills	goal oriented	self-sufficient
business management skills	high level of energy	service oriented
change management skills	influencing skills	strategic thinker
caring	initiative	supervisory skills
coaching skills	innovative	supportive
collaborative	interpersonal skills	teaching / training skills
communication skills	judgment skills	team building skills
compassionate	leadership skills	teamwork skills
computer skills	management skills	thrive under stress
conflict resolution skills	mediation skills	time management skills
conscientious	MS Office skills	work well under pressure
coordination skills	multi-tasking skills	writing skills
creative thinker	negotiating skills	versatile
critical thinking skills	organized	visionary
customer focused	patient	
data driven	persistent	
decision making skills	persuasive	
dedicated	planning skills	
delegation skills	proactive	
dependable	problem solver	
determined	process (or workflow) management skills	
diplomatic	public speaking	
diversity awareness	punctual	
effective listener	quality focused	
empathetic	quick learner	