

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	financial skills	sales skills
(list languages)	flexible	self-motivated
budgeting skills	goal oriented	self-sufficient
business development skills	high level of energy	service oriented
business management skills	influencing skills	strategic thinker
change management skills	initiative	supervisory skills
caring	innovative	supportive
coaching skills	interpersonal skills	teaching / training skills
collaborative	judgment skills	team building skills
communication skills	leadership skills	teamwork skills
compassionate	management skills	thrive under stress
computer skills	mediation skills	time management skills
conflict resolution skills	MS Office skills	work well under pressure
conscientious	multi-tasking skills	writing skills
coordination skills	negotiating skills	versatile
creative thinker	organized	visionary
critical thinking skills	patient	
customer focused	persistent	
data driven	persuasive	
decision making skills	planning skills	
dedicated	proactive	
delegation skills	problem solver	
dependable	process (or workflow) management	
determined	skills	
diplomatic	public speaking	
diversity awareness	punctual	
effective listener	quality focused	
empathetic	quick learner	