



15 ESSENTIAL SKILLS FOR YOUR RESUME

This comprehensive list of job skills will help you pick resume skills that will interest an employer.

Technical

possess the expertise necessary to do the job

Give Feedback

know the best way to give feedback to other coworkers

Analytical

think critically, analyze, and form conclusions

Receive Feedback

be mature enough to receive and utilize feedback

Interpersonal

successfully and peacefully interact with others

Time Management

work well with deadlines and due dates and avoid wasting time

Leadership

mentoring skills that lead coworkers to do their best work

Organization

plan tasks into doable chunks to tackle your work load better

Communication

clearly and respectfully communicate with coworkers

Adaptability

be able to change and innovate alongside the workplace

Problem Solving

be an active participant in planning and strategizing

Good Work Ethic

take pride in the quality of your work

Teamwork

work and collaborate productively with others

Positive Attitude

become personally invested in your work

Stress Management

take care of yourself and manage stress levels at work

