

Skills to put on a resume



Communication Skills

- active listening skills
- body language
- spoken and written communication skills
- presenting skills

- making a speech in front of an audience
- be confident
- be respectful
- be clear

Team building skills

- active listening and care for others
- collaborative skills
- creative thinking
- idea exchange
- patience

- support and empathy
- giving constructive feedback
- being comfortable with disagreements
- accept responsibility
- positive attitude



Leadership Skills

- proactive
- inspire and motivate
- creating enthusiasm to make things happen
- organizing
- delegation task to people with the right skill set
- presenting a positive personal and company image
- analytical thinking
- goal settings
- honesty
- open-minded

- the ability to innovate
- planning
- responding flexibly to changing situations
- accepting responsibility for mistakes and wrong decisions
- learning from failure
- showing a respectful attitude to others
- persevering when things are not working out



Self-management

- self-confidence
- stress management
- self-motivation

Flexibility and Adaptability Skills

- keeping calm in the face of difficulties
- positive thinking and optimism
- be open to new ideas and changes

- having alternative options in case plans go wrong
- quickly in response to sudden changes
- defining changing priorities



Time management and organization skills

- prioritize your goals
- create a schedule
- use different optimization tools
- make lists
- take regular breaks

- share problems with other team members
- create habits
- avoid distractions to your work
- break large tasks into smaller tasks
- balance work and leisure



Analytical Skills

- the ability to collect the right information
- numeracy skills
- strategic thinking skills
- attention to detail skills

- technical skills
- logical reasoning
- the ability to make different types of analysis such as SWAT Analysis

Decision-Making Skills

- the ability to gather and select information
- finding possible options and solutions
- selecting the best options

- the ability to collect the right information
- numeracy skills
- strategic thinking skills
- attention to detail skills



Problem - Solving Skills

- the ability to identify a problem
- structuring the problem
- evaluation of information or situations
- breaking problems into components
- looking for possible solutions

- considering various ways of approaching
- estimation of the solutions
- making a decision
- implementing the decision
- monitoring and feedback



Hard Skills

- a degree or certificate
- foreign language knowledge
- programming
- mathematics

Computer skills

- Windows (XP, NT, OSX, 2000 and etc.)
- Microsoft Word
- Microsoft Excel
- PowerPoint

- Outlook Express and /or other e-mail programs
- Windows Share Folders and / or other managing files programs

Negotiation Skills

- active listening skills
- be professional and control your emotions
- be patient and respect the other side
- persuasive skills
- tactfully changing the views of other people
- carefully listening to the need of the other side

- using positive attitude
- reaching an agreement acceptable to the both sides
- knowing when and how to compromise
- using appropriate body language
- argue politely but with logic
- keeping calm using assertive attitude



Creativity and innovation

- think positively
- be open to new ideas
- don't be afraid of changes

- make your best to learn new things
- take the initiative
- be familiar with the tendencies and news in your professional area