

# TOP SOFT SKILLS

A PRACTICAL GUIDE

COMMUNICATION SKILLS

LEADERSHIP SKILLS



TEAMWORK SKILLS

According to LinkedIn data, employers cite strong soft skills as the number one attribute that is missing from the job candidates they interview. Use the following soft skills to balance out your cover letter and resume with your hard skills.

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01

## COMMUNICATION

- Negotiation
  - Persuasion
  - Presentation
  - Public speaking
  - Cross-cultural communication
  - Active listening
  - Body language
  - Brevity
  - Writing
  - Project Briefing
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02

## LEADERSHIP

- Conflict management
  - Conflict resolution
  - Deal making
  - Decision making
  - Delegation
  - Dispute resolution
  - Facilitation
  - Giving clear feedback
  - Inspirational leadership
  - Talent management
  - Leadership
  - Management
  - Managing difficult conversations
  - Managing remote/virtual teams
  - Meeting management
  - Mentoring
  - Motivating
  - Project management
  - Resolving issues
  - Coaching
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03

## TEAMWORK

- Accepting feedback
- Collaboration
- Dealing with difficult situations
- Dealing with office politics
- Disability awareness
- Diversity awareness
- Emotional intelligence
- Empathy
- Dealing with difficult personalities
- Intercultural competence
- Interpersonal skills
- Networking
- Persuasion
- Self-awareness
- Team building
- Teamwork

**04**

## WORK ETHIC / ORGANIZATION

- Attentiveness
  - Competitiveness
  - Dedication
  - Dependability
  - Following direction
  - Self-directed
  - Meeting deadlines
  - Self-motivated
  - Strategic planning
  - Multitasking
  - Persistence
  - Planning
  - Punctuality
  - Reliability
  - Resilience
  - Results-oriented
  - Scheduling
  - Staying on task
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**05**

## PROBLEM SOLVING

- Analyzing
  - Benchmark development
  - Brainstorming
  - Drawing conclusions
  - Innovation
  - Project design
  - Solution design
  - Test development
  - Troubleshooting
  - Experimenting
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**06**

## CREATIVITY

- Abstract thinking
  - Contextualizing
  - Creative thinking
  - Critical thinking
  - Ideation
  - Logical thinking
  - Organizational skills
  - Presenting
  - Problem-solving
  - Copy writing
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## LEARN MORE

Learn how to quickly add these skills to your resume by creating a modular skills section. You can download the done-for-you templates in the Accelerated Resume Course.