

# SKILLS STARTER LIST



For every role you apply to, tailor the skills section of your resume so that the information included matches the skills mentioned in the job description. You can also weave in your skills in the experience section, as you describe the tasks and responsibilities of roles you've held in the past. The skills that you include in your resume and cover letters will help get you selected by the systems employers use to select applicants. You should also be prepared to mention your most relevant skills during job interviews.

Here is a list of some of the more popular skills that employers are looking for.

## Communication

- Expresses ideas effectively both orally and in writing to various audiences
- Strong ability to verbally communicate with persons inside and outside the organization
- Conversational Spanish; ran a program completely in Spanish
- Able to deliver a message or point of view to an audience with the intent of informing or motivating
- Extensive experience in researching, interpreting and analyzing information
- Excellent oral presentation skills: confident, prepared and engaged
- First-rate interpersonal skills: understanding and dependable

## Teamwork

- Able to do more than required and exceed expectations for the good of the company
- Works well with others to accomplish a common goal
- Able to adjust to and fit into different situations, with diverse groups of people
- Can identify and choose an option among alternatives that will best help the team succeed
- Understands the importance of serving the customer and achieving high sales goals for the success of all
- Diplomatic skills and sensitivity to different management styles
- Understanding of work within the culture of the group, including multicultural work groups
- Demonstrates strong ability to identify and suggest new and effective ways to get a task done with a team environment

## Diversity Appreciation

- Respect and appreciate diversity and individual differences in people
- Understanding of work within the culture of the group, including multicultural work groups
- Thrive in a culturally diverse workplace
- Sensitive to the dynamics of a cross-cultural workplace
- Broad background and knowledge of world affairs and cultures

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## Time Management

- Effectively manage use of time to meet deadlines
- Advanced organizational and time management skills
- Excellent multi-tasker, and able to delegate with mutual success
- Work hard to meet the needs of internal and external clients

## Problem Solving/Conflict Resolution

- Able to identify problems, consider alternatives, take steps to solve and to prevent reoccurrence
- Capable of reaching appropriate, mutually acceptable solutions with others in conflict situations
- resolve or settle differences by acting as an intermediary between two or more conflicting parties
- bring about a settlement or agreement by bargaining

## Technical

- Expect knowledge of ASP.NET, PHP, Ruby on Rails, C++ and Javascript
- Proficient in Windows as well as Macintosh environments
- Design skills including graphic, document, 2D and 3D representation
- Proficient with AutoCAD, GIS, Google Sketch-up, Microsoft Suite (Word, Excel, PowerPoint) and Adobe Design Suite (Illustrator, InDesign, Photoshop)

## Leadership

- Strong ability to gain acceptance of others for ideas, plans and activities or to buy a product or service
- Capable of stimulating individuals or groups to take action for optimal results
- Watch closely or be acutely aware of behavior, information or objects
- Able to pull together elements into an orderly, functional and structured whole
- Strong ability to explain, guide and encourage individuals to achieve goals
- Able to influence and guide others to achieve objectives

## Needs Assessment

- Listened actively to ascertain areas of interest and talent
- Demonstrates mature, sound judgment in dealing with matters of a highly confidential nature
- Exemplary problem-solving skills; able to identify problems and implement corrective processes
- Ability to work with a wide variety of people, cultures, and personalities in a professional manner
- Ensured that clients would be provided with a safe, clean environment that met their needs