

Professional Skills List—for resumes and interviews

(Source: <https://www.thebalancecareers.com/list-of-soft-skills-2063770>)

Communication

Listening
Negotiation
Nonverbal communication
Persuasion
Presentation
Public speaking
Reading body language
Storytelling
Verbal communication
Visual communication
Writing reports and proposals
Writing skills

Critical Thinking

Adaptability
Artistic aptitude
Creativity
Critical observation
Critical thinking
Design aptitude
Desire to learn
Flexibility
Innovation
Logical thinking
Problem solving
Research

Resourcefulness
Thinking outside the box
Tolerance of change and uncertainty
Troubleshooting
Value education
Willingness to learn

Leadership

Conflict management
Conflict resolution
Deal making
Decision making
Delegation
Dispute resolution
Facilitation
Giving clear feedback
Inspiring people
Leadership
Management
Managing difficult conversations
Managing remote/virtual teams
Meeting management
Mentoring
Motivating
Project management
Resolving issues

Successful coaching
Supervising
Talent management

Positive Attitude

Confidence
Cooperation
Courtesy
Energy
Enthusiasm
Friendliness
Honesty
Humorous
Patience
Respectability
Respectfulness

Teamwork

Accepting feedback
Collaboration
Customer service
Dealing with difficult situations
Dealing with office politics
Disability awareness
Diversity awareness
Emotional intelligence
Empathy

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Establishing interpersonal relationships	Persistence	Follows rules
Dealing with difficult personalities	Planning	Functions well under pressure
Intercultural competence	Proper business etiquette	Positive attitude
Interpersonal skills	Punctuality	Highly recommended
Influence	Reliability	Independent
Networking	Resilience	Interviewing
Persuasion	Results-orientation	Knowledge management
Self-awareness	Scheduling	Meets deadlines
Selling skills	Self-direction	Motivating
Social skills	Self-monitoring	Performance management
Team building	Self-supervising	Positive work ethic
Teamwork	Staying on task	Problem solving
	Strategic planning	Process improvement
	Time management	Quick-witted
	Trainability	Results oriented
	Working well under pressure	Safety conscious
Work Ethic		Scheduling
Attentiveness		Self-awareness
Business ethics		Self-supervising
Competitiveness	More Professional Skills	Stress management
Dedication	Assertiveness	Team player
Dependability	Business ethics	Technology savvy
Following direction	Business trend awareness	Technology trend awareness
Independence	Customer Service	Tolerant
Meeting deadlines	Effective communicator	Trainable
Motivation	Emotion management	Troubleshooting
Multitasking	Ergonomic sensitivity	Willing to accept feedback
Organization	Follow instructions	Willingness to learn
Perseverance	Follow regulations	Works well under pressure