

# SOFT SKILLS

Below is a list of what is referred to as “soft skills” you may wish to include on your resume. Some have similar meaning. Choose what suits you best and be honest.

Analytical Skills	Organized	Adaptable	Learns Quickly
Team Skills	Communication Skills	Strong work ethic	Able to train others
Reliable	Flexible	Dependable	Good attitude
Willingness to learn	Good listener	Safety awareness	Follows rules
Self directed	Cooperative	Honest	Courteous
Respectful	Punctual	Productive	Goal Setting
Creative thinker	Positive attitude	Manages time	Problem solving
Works well under pressure	Relates well with others	Energetic performer	Hard working
Integrity	Trustworthy	Optimistic	Follows through
Project completer	Takes pride in my work	Responsible	Good manners
Truthful	Good judgment	Dedicated	Persistent
Patient	Planning skills	Willing to lead	Motivated
Meets deadlines	Quality worker		