

O'NEILL CAREER HUB | SKILLS EMPLOYERS WANT

Employers have expressed hard skills can be taught, but they want candidates to learn soft skills before applying; we have found them to be consistent across the board as far as skills they seek. Below is a list of common transferable skills found in nearly every job posting, meaning they deserve space on your resume!

- **Written communication skills** - Ability to express ideas clearly and in a logical manner, using correct spelling, appropriate word usage, grammar, and punctuation.
 - Action verbs: *Wrote, Authored, Corresponded, Explained, Drafted, Edited, Addressed, Influenced*
- **Analytical and research skills** - Gathering and organizing information using a variety of resources, identifying pertinent data, analyzing results to make suitable recommendations.
 - Action verbs: *Analyzed, Researched, Determined, Developed, Assessed, Forecasted, Projected*
- **Critical thinking** – Ability to identify and assess issues, develop solutions and make informed decisions.
 - Action verbs: *Resolved, Solved, Improved, Reorganized, Decided, Established, Streamlined*
- **Initiative, self-motivation** - Using time productively, seeking new ways to contribute or improve performance, accepting leadership roles, learning new skills, “Thinking like an owner”.
 - Action verbs: *Initiated, Led, Managed, Supervised, Coordinated, Motivated, Increased, Prioritized*
- **Teamwork** - Ability to work toward a common goal, using well developed interpersonal and communication skills to maximize group output, contributing to the effective and efficient work of a team.
 - Action verbs: *Collaborated, Teamed with, Planned, Facilitated, Guided, Moderated, Communicated*
- **Oral communication skills** - Convey ideas and deliver information clearly, articulately, and in a well-organized manner. Proficiency in communicating 1:1 or presenting to a group.
 - Action verbs: *Communicated, Presented, Directed, Spoke, Promoted, Proposed, Articulated, Discussed*
- **Technical skills** - Understanding and effective use of technology relevant to the job.
 - Action verbs: *Adapted, Built, Calculated, Converted, Designed, Operated, Programmed, Installed*
- **Interpersonal and relationship building skills** - Ability to network, relate, build trust, and deliver on promises. Demonstrate skillful listening, customer focus, appreciation, and on-going commitment.
 - Action verbs: *Networked, Listened, Delivered, Interacted, Advised, Coached, Encouraged, Ensured*
- **Adaptability** – Showing flexibility and versatility in the workplace. Ability to adjust to changing circumstances, barriers, and diverse personalities with resilience, tolerance, vision, positive attitude, respect, and competence. Apply knowledge and skills in new situations.
 - Action verbs: *Created, Adapted, Conceptualized, Designed, Established, Revised, Solved, Integrated*
- **Planning/Organization** - Ability to see “the big picture”, develop and implement strategies and action plans in an organized and timely manner, attention to detail.
 - Action verbs: *Developed, Implemented, Organized, Prioritized, Maintained, Planned, Prepared*