

141 SOFT SKILLS YOU CAN SHOUT ABOUT ON CV

Ability to conduct information search
Ability to convince, argue and negotiate
Adaptability
Capacity for self-assessment and questioning
Change management
Client-facing skills
Collaboration
Commercial acumen
Compliance
Conflict management
Conflict resolution
Courage
Creativity
Cross-functional, interdisciplinary habits
Cross-cultural working habits
Current industry trends
Decisiveness
Delegation
Determination
Emotional intelligence
Entrepreneurial mindset
Excellent communication
External awareness
Flexibility
Forward-looking work approach
Innovative approach
Great capacity for work
Capacity for concentration
High-level scientific expertise
High-level technical expertise
Independence
Influencing
Information management
Innovation
Integrity
Internationally-recognised profiles
Knowledge and practice of digital tools
Leadership and management
Legal and regulatory awareness
Leveraging diversity
Management of complex issues
Mobility
Motivation
Multiple and important responsibilities
Negotiation
Organisational awareness
Organisational skills
Passion
People management
Perseverance
Persuasion

Proficiency in foreign languages
Project management mastery
Relational ability
Relationship building
Resilience
Risk-taking
Speed
Strong capacity for analysis and synthesis
Teamwork
Technological monitoring
Tenacity
Time management
Uncertainty management

Communication:

Describing feelings
Editing
Expressing ideas
Facilitating group discussion
Interviewing
Listening attentively
Negotiating
Perceiving nonverbal messages
Persuading others
Providing appropriate feedback, either independently or when asked
Reporting information
Speaking effectively
Writing concisely

Research and Planning:

Analysing information
Creating ideas
Defining needs and requirements
Developing evaluation strategies
Extracting important information
Forecasting and predicting
Gathering information
Identifying appropriate resources
Identifying problems
Imagining alternatives
Setting goals
Solving problems

Interpersonal Skills and Human Relations:

Accurately perceiving feelings or situations
Asserting
Being sensitive to others
Conveying feelings appropriately
Cooperating
Counselling
Delegating with respect
Developing rapport with co-workers and customers
Listening

Problem-solving
Product and market knowledge

Professional awareness
Motivating others
Providing support for others
Representing others
Sharing credit with colleagues

Creative Thinking Skills:

Being imaginative
Conceptualising situations
Demonstrating cognitive flexibility
Making abstract connections
Making inferences
Predicting and anticipating shortfalls
Showing curiosity
Showing foresight
Synthesising ideas
Thinking outside the box

Organisation, Management, and Leadership :

Coaching
Coordinating and planning tasks
Counselling
Decision making with others
Delegating responsibility to others
Demonstrating effective time management
Following through on tasks
Handling details
Initiating new ideas
Managing conflict
Managing groups
Multitasking
Promoting change
Selling ideas or products
Teaching

Work Survival Skills:

Accepting responsibility
Attending to detail
Being punctual
Cooperating
Enforcing policies or established rules
Enlisting the help of others when you need it
Making and implementing decisions
Managing time wisely
Meeting goals, both short-term and long-term
Organising
Setting deadlines and meeting them