

Skills List

Always remember, honesty on your resume is of utmost importance. These are the top skills desired, along with *examples* of each skill:

- **Interpersonal Skills**
 - Deals effectively with a wide variety of people
 - Handles conflict successfully
- **Teamwork Skills**
 - Ability to work effectively in a team setting
 - Able to motivate team members to greater success
- **Communication Skills**
 - Speaks persuasively and articulately
 - Listens carefully and accurately
- **Computer Skills**
 - Proficient in Microsoft Office, Excel, etc.
 - Designed and implemented office computer network plan
- **Analytical and Problem Solving Skills**
 - Skilled at interpreting complex regulations
 - Ability to quickly analyze a problem and develop an effective response
- **Leadership and Management Skills**
 - Diplomatic and tactful with both professionals and nonprofessionals
 - Served in leadership positions in a variety of organizations and clubs
- **Adaptability and Flexibility**
 - Able to pinpoint problems and initiate creative solutions
 - Creative problem solver
- **Integrative and Lifelong Learning Skills**
 - Ability to learn new skills quickly and accurately
 - Able to integrate many different skills to achieve success
- **Mathematical Skills**
 - Performs and interprets descriptive and inferential statistics
 - Highly knowledgeable in Calculus, Differential Equations and other math fields
- **Foreign-Language Skills and Cross Cultural Appreciation**
 - Studied and traveled extensively in Europe
 - Fluent in Spanish and Portuguese
- **Industry-specific skills**
 - View ideas on skills specific to your field or position on the Choosing a Major or Career page in O-Net OnLine, Find Occupations link. Put a job title in the Keyword field, or use one of the other search fields to find a job title. You will see list of tasks and skills that can give you ideas for skills to include on your resume.
- **Skills from coursework**
 - By using the online course listings in The Bulletin, you can obtain course objectives that can be helpful for more specific objectives. Find the link under Employers, Academic Information, then search for specific courses and descriptions.