

Skills and Characteristics to Consider

We develop our skills in the classroom, at work (part-time, summer and full-time), through an internship, volunteer experiences, student organizations, athletics and even in our leisure activities. Before writing your résumé and cover letter, it's important to evaluate the skills you have developed thoroughly and honestly. You don't have to do everything and be everything for your employer. Simply learn where your strengths and skills exist and highlight them. It is difficult to clearly state your skills when you begin this reflection process so think about the skills below and use them as your starting point.

Management skills

- Motivate and supervise others
- Handle a variety of tasks and responsibilities simultaneously
- Negotiate, review, evaluate

Organizational skills

- Systematic and efficient
- Schedule, arrange tasks and time frames
- Attention to detail

Instructing skills

- Motivate and inform others
- Encouraging and positive
- Explain and summarize clearly

Analyzing/Evaluating skills

- Research and gather pertinent information
- Diagnose and resolve problems
- Ability to manipulate data

Leadership skills

- Make decisions
- Self-directed without supervision
- Coordinate people to work as a team
- Ability to work under pressure

Communication skills

- Speak and write with clarity
- Listen/answer questions cohesively
- Open-minded

Creative skills

- Expressive and imaginative
- Ability to design things
- Imaginative with ideas

Helping skills

- Show sensitivity to other's feelings
- Ability to maintain confidentiality
- Able to give insight; perceptive

In addition to skills, think about any of your personality traits and characteristics that may be helpful to know about yourself when writing a résumé, cover letter or preparing for an interview:

Adaptable	Personable	Confident	Self-directed
Easygoing	Team player	Good natured	Deliberate
Open-minded	Authentic	Progressive	Methodical
Service-oriented	Flexible	Unique	Self-motivated
Ambitious	Persuasive	Conscientious	Diplomatic
Empathetic	Thoughtful	Honest	Motivated
Optimistic	Calm	Reliable	Sensitive
Spontaneous	Focused	Versatile	Transformed
Artistic	Poised	Cooperative	
Enterprising	Tolerant	Leader	
Patient	Candid	Realistic	
Stable	Friendly	Wise	
Assertive	Practical	Curious	
Enthusiastic	Trusting	Loyal	
Persistent	Capable	Resourceful	
Teachable	Good judgment	Witty	
Astute	Proactive	Decisive	
Expressive	Understanding	Managerial	