

Soft and Hard Skills List for Resume

Soft skills

Soft skills are those that characterize how professionals conduct themselves and how they perform their work. They enable individuals to collaborate successfully and contribute to positive workplaces.

Communication skills

Communication skills describe how you share and receive information, offer your opinions and express yourself in writing or in speech. Examples of these skills are:

1. Active listening
2. Storytelling
3. Written communication
4. Editing
5. Teaching
6. Negotiating
7. Open-mindedness
8. Inquiring
9. Body language
10. Customer service
11. Presenting
12. Summarizing
13. Nonverbal communication
14. Documenting
15. Reporting

Interpersonal skills

Interpersonal skills enable you to support a respectful and positive work environment. They characterize your ability to interpret emotional cues from team members and clients and react productively. Some interpersonal skills include:

1. Patience
2. Positivity
3. Conflict management
4. Coaching
5. Mediating
6. Motivating
7. Compassion
8. Caring
9. Networking
10. Inspiring
11. Flexibility
12. Collaboration
13. Sourcing feedback
14. Reliability
15. Empathy

Critical thinking skills

Critical thinking skills empower you to assess situations and data efficiently, creatively and accurately. To portray your critical thinking abilities, you might list:

1. Observing
2. Problem-solving
3. Inferring
4. Simplifying
5. Conceptual thinking
6. Evaluating
7. Streamlining
8. Creative thinking
9. Brainstorming
10. Cost-benefit analyzing
11. Deductive reasoning
12. Inductive reasoning
13. Assessing
14. Evidence collecting
15. Troubleshooting

Leadership skills

Leadership skills shape how professionals set examples, maintain their integrity and help their colleagues succeed. Leadership skills include:

1. Mentoring
2. Envisioning
3. Goal-setting
4. Employee development
5. Performance reviewing
6. Managing
7. Planning
8. Delegating
9. Directing
10. Supervising
11. Training
12. Earning trust
13. Influencing
14. Adapting
15. Crisis managing

Hard skills

Hard skills are those that professionals can formally learn and then demonstrate their mastery of by performing concrete tasks. It's therefore important to represent your skill level accurately when referencing any hard skill on your resume.

Technical skills

Technical skills describe the ability to apply expertise to tasks that require a formal understanding. Common technical skills are:

1. Accounting
2. Word processing

3. Spreadsheet building
4. Coding
5. Programming
6. Operating equipment
7. Engineering
8. Experimenting
9. Testing
10. Constructing
11. Restoring
12. Product developing
13. Quality controlling
14. Blueprint drafting
15. Repairing

Language skills

Language skills are the practices professionals use when communicating with another language community. Beyond understanding and speaking, language skills require a level of comprehension that enables someone to follow a language community's practices.

Examples of language skills are:

1. Translating
2. Speaking
3. Writing
4. Conversing
5. Reinterpreting
6. Public speaking
7. Following etiquette
8. Explaining
9. Respecting
10. Signaling
11. Proofreading
12. Introducing
13. Representing
14. Rephrasing
15. Code-switching

Design skills

Design skills involve creativity, but they also often require formal training. Design skills entail knowledge of specialized tools, concepts and processes. You might highlight design skills such as:

1. Graphic design
2. User experience development
3. User interface development
4. Typography
5. Layout development
6. Web design
7. Data visualization
8. Photo and video editing
9. Wireframing

Analytical skills

Analytical skills empower professionals to organize complex sets of information, interpret them and draw meaningful conclusions. Analytical skills you might mention could include:

1. Researching
2. Interpreting
3. Information processing
4. Organizing
5. Processing
6. Graphing
7. Computing
8. Calculating
9. Modeling
10. Extrapolating
11. Predicting
12. Forecasting
13. Investigating
14. Surveying
15. Statistical analysis