

Top Five General Skills for CV's

Communication Skills

Communication is a critical soft skill. No matter what your job is, you will have to interact with employers, colleagues, and/or clients. You might have to engage with people in person, on the phone, via email, or a combination of all three.

Employers look for job candidates with strong communication skills.

They want to hire people who can speak and write clearly, accurately, and professionally but would be willing to also make reasonable adjustments.

Computer Literacy/Information Technology

Even if your job does not directly involve information technology, every employer expects you to have a basic understanding of how to use a computer. You should be comfortable with word-processing and email, as well as spreadsheets and programs like Excel. Any additional computer skills you have will only enhance your CV.

Learning

Being a fast learner is an important skill for almost any job. Yes, employers want to know that you have the basic **hard skills** for a job, but if you are a quick learner, you can expand your skill set over time.

Problem-Solving

Employers seek employees who can use reasoning and analysis to solve difficult problems. In your resume, cover letter, and interviews, highlight any examples of times when you used creative problem solving to find an inventive solution to a work issue.

Teamwork

Almost every job involves working on a team in some way. Whether you work regularly on team projects, or simply need to work as part of a department, you will need to be able to get along well with others.

General Skills List – useful words to describe skills on a CV or application form

A - G

- **Accuracy**
- **Adaptable**
- **Administrative**
- **Advising**
- **Analysis**
- **Analytical**
- **Assembling Apparatus**
- **Being Artistic/Creative**
- **Being Thorough**
- **Budgeting**
- **Business Storytelling**

- Calculations
- Challenging Employees
- Classifying Records
- Coaching Individuals
- Collaboration
- Communication
- Compiling Statistics
- Computer
- Conducting Meetings
- Conflict Resolution
- Confronting Others
- Construction
- Consultation
- Counseling
- Creating Ideas
- Creating Innovation
- Creating New Solutions
- Creating New Procedures
- Creative Thinking
- Critical Thinking
- Customer Service
- Decision Making
- Defining Performance Standards
- Defining Problems
- Demonstrations
- Detail Management
- Dispensing Information
- Displaying Ideas
- Editing
- Emotional Control
- Encouragement
- Entertainment
- Equipment Operation
- Evaluating
- Expression of Feelings
- Financial Report Auditing
- Fundraising
- Goal Setting

H - M

- Handling Complaints
- Human Resources
- Independent Action
- Information Search
- Innovation
- Interpersonal
- Interviews
- Inventing New Ideas
- Investigation

- Involvement
- Knowledge of Current Governmental Affairs
- Language Translation
- Leadership
- Learning
- Listening
- Locating Missing Documents/Information
- Logical Thinking
- Maintaining High Levels of Activity
- Maintenance
- Management
- Managing Finances
- Measuring Boundaries
- Medical Assistance
- Meeting Deadlines
- Microsoft Office
- Monetary Collection
- Motivation
- Multitasking

N - S

- Negotiation
- Networking
- Nonverbal Communication
- Numerical Analysis
- Oration
- Organizational
- Organizational Management
- Organizational Tasks
- Overseeing Meetings
- Overseeing Operation
- Personal Interaction
- Plan Development
- Planning
- Prediction
- Preparing Written Documents
- Principal Concept Knowledge
- Prioritizing
- Problem Solving
- Promotions
- Proposals
- Proposal Writing
- Publications
- Public Relations
- Public Speaking
- Questioning Others
- Reading Volumes
- Reasoning
- Recommendations

- **Regulating Rules**
- **Rehabilitating Others**
- **Remembering Facts**
- **Reporting**
- **Report Writing**
- **Responsibility**
- **Service**
- **Scheduling**
- **Screening Calls**
- **Sketching**
- **Supervision**

T - Z

- **Technical Support**
- **Team Building**
- **Teamwork**
- **Technical**
- **Technology**
- **Time Management**
- **Toleration**
- **Training**
- **Transferable**
- **Updating Files**