

ESSENTIAL SKILLS

Critical Thinking/Problem solving

- Know who to ask or where to go to solve workplace
- Follow step by step written instructions

Oral Communications

- Know how to communicate appropriately with supervisors and coworkers
- Use appropriate language and terminology for the workplace
- Articulate thoughts and ideas clearly and effectively

Written Communications

- Read and process workplace information
- Write basic notes, memos, letters, and reports clearly and effectively

Teamwork/Collaboration

- Build collaborative relationships with colleagues and customers
- Be able to work with diverse teams
- Take personal responsibility for influencing and accomplishing group goals

Manage Conflict/Negotiation Skills

- Demonstrate objectivity in assessing other viewpoints by considering all sides of an issue
- Show respectful behavior during workplace settings

Professionalism/Work Ethic

- Demonstrate personal accountability, effective work habits, e.g. punctuality, working productively with others, appropriate hygiene and dress, and time with workload management
- Demonstrate health and safety practices and drug-free behavior in the workplace setting
- Obtain a reliable transportation option

Diversity

- Learn from and work with individuals from diverse cultures, races, gender, religions, lifestyles, and viewpoints

Creativity/Innovation

- Look for continuous improvement in the workplace
- Communicate new ideas to others
- Integrate knowledge across different disciplines

Lifelong Learning/ Self Direction

- Be prepared to continuously acquire new knowledge and skills
- Know where and how to learn new job skills
- Be able to learn from one's mistakes
- Take initiative in the workplace

Ethics/Social Responsibility

- Demonstrate integrity and ethical behavior
- Act responsibly with the interest of the large: community in mind

KEY WORDS BASED ON ESSENTIAL SKILLS

Communication

Addressed
Advised
Arbitrated
Articulated
Clarified
Connected
Corresponded
Defined
Developed
Drafted
Edited
Explained
Formulated
Integrated
Interpreted
Interviewed
Led
Listened
Mediated
Moderated
Negotiated
Organized
Persuaded
Presented
Promoted
Proposed
Publicized
Read
Spoke
Summarized
Synthesized
Translated

Manual Skills

Adjusted
Assembled
Built
Cleaned
Constructed
Controlled
Created
Cut
Demonstrated
Devised
Dismantled
Drafted
Drew
Estimated
Evaluated
Fixed
Inspected
Maintained
Monitored
Operated
Programmed
Repaired
Scheduled

Tabulate

Teamwork

Advised
Arranged
Collaborated
Communicated
Conducted
Consulted
Contributed
Conveyed
Convinced
Coordinated
Created
Demonstrated
Developed
Directed
Endorsed
Entertained
Hosted
Influenced
Mediated
Motivated
Negotiated
Performed
Planned
Promoted
Recommended
Recruited
Represented
Sponsored
Supported

Research Skills

Analyzed
Assembled
Collaborated
Collected
Communicated
Compiled
Conducted
Demonstrated
Designed
Equated
Evaluated
Examined
Formulated
Identified
Inspected
Interviewed
Investigated
Maintained
Observed
Operated
Question
Recognized
Refined
Surveyed

Synthesized

Tabulated
Tested
Theorized
Verified
Wrote

Analytical Skills

Adjusted
Aligned
Assembled
Calculated
Catalogued
Clarified
Computed
Created
Critiqued
Detailed
Devised
Drafted
Engineered
Financed
Organized
Programmed
Refined
Restructured
Reviewed
Revised
Structured
Summarized
Synthesized
Systemized
Updated

Teaching

Assessed
Contracted
Collaborated
Coordinated
Corrected
Counseled
Demonstrated
Designed
Developed
Encouraged
Evaluated
Facilitated
Fostered
Guided
Identified
Implemented
Improved
Inspired
Integrated
Lectured
Led
Listened

Mediated

Moderated
Monitored
Persuaded
Planned
Presented
Responded
Summarized
Taught

Organization Skills

Arranged
Categorized
Classified
Collaborated
Collected
Compiled
Coordinated
Developed
Filed
Generated
Implemented
Improved
Incorporated
Maintained
Placed
Planned
Processed
Proposed
Sorted
Systemized

Selling Skills

Advised
Asked
Calculated
Closed
Communicated
Compared
Contacted
Contracted
Convinced
Differentiated
Influenced
Informed
Inspected
Negotiated
Persuaded
Promoted
Recommended
Represented
Reviewed

Problem Solving

Adapted
Adjusted
Allocated
Analyzed

Assessed

Clarified
Collaborated
Completed
Consulted
Created
Decided
Delegated
Designed
Developed
Devised
Diagnosed
Endorsed
Ensured
Established
Examined
Executed
Expedited
Finalized
Identified
Implemented
Improved
Improvised
Incorporated
Initiated
Instituted
Invented
Managed
Maximized

Leadership

Administrated
Analyzed
Assessed
Assigned
Attained
Chaired
Consolidated
Contracted
Coordinated
Delegated
Developed
Directed
Empowered
Evaluated
Executed
Improved
Increased
Initiated
Maintained
Monitored
Obtained
Organized
Overhauled
Oversaw
Planned
Prioritized

Produced

Recommended
Restructured
Strengthened
Supervised
Supported

Financial Skills

Allocated
Analyzed
Appraised
Audited
Balanced
Budgeted
Calculated
Compared
Compiled
Computed
Correlated
Examined
Forecasted
Formulated
Leveraged
Managed
Maximized
Planned
Processed
Projected
Recognized
Reconciled
Recorded
Reduced
Reported
Verified

Creative Skills

Acted
Composed
Conceived
Conceptualized
Created
Designed
Developed
Directed
Established
Fashioned
Founded
Illustrated
Improvised
Integrated
Introduced
Invented
Originated
Performed
Revitalized
Shaped
Translated