

One question frequently asked during job search training classes is “What kind of skills are employers looking for from job applicants?”. The answer is simple. The first thing employers look for is a person with the required job related skills, abilities, education and experience to do the job.

When all else is equal between applicants (they both have the same basic skills, similar educational background, comparable work experience, etc.), employers frequently make decisions on who to hire based on the applicant’s attitude.

The following is a list of soft skill words, from an article by JIST Works, Inc., that can be used in your resume, cover letter, employment forms and during the interview to show you have the “employment attitude” desired by most employers.



Directions: Try to come up with three (3) examples of when you’ve exhibited these traits

- **Ability to work quickly**

Example 1: _____

Example 2: _____

Example 3: _____

- **People oriented**

Senses and reacts to peoples’ needs

Example 1: _____

Example 2: _____

Example 3: _____

Pleasant personality

Example 1: _____

Example 2: _____

Example 3: _____

- **Ability to make decisions**

Example 1: _____

Example 2: _____

Example 3: _____



Directions: Try to come up with three (3) examples of when you’ve exhibited these traits

- **Deals with strict rules, regulations, procedures**

Example 1: _____

Example 2: _____

Example 3: _____

- **Can operate without rules, regulations, procedures**

Example 1: _____

Example 2: _____

Example 3: _____

- **Meets deadlines and production quotas?**

Example 1: _____

Example 2: _____

Example 3: _____

- **Flexible**

Can deals with challenges

Example 1: _____

Example 2: _____

Example 3: _____

Can adapt to changes

Example 1: _____

Example 2: _____

Example 3: _____

Open to new job tasks

Example 1: _____

Example 2: _____

Example 3: _____



Directions: Try to come up with three (3) examples of when you’ve exhibited these traits

- **Multi-task capabilities**

Example 1: _____

Example 2: _____

Example 3: _____

- **Team oriented**

Example 1: _____

Example 2: _____

Example 3: _____

- **Helpful**

Example 1: _____

Example 2: _____

Example 3: _____

- **Enthusiastic**

Example 1: _____

Example 2: _____

Example 3: _____

- **Can work with minimal supervision**

Example 1: _____

Example 2: _____

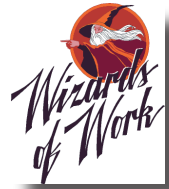
Example 3: _____

- **Loyal to the organization**

Example 1: _____

Example 2: _____

Example 3: _____



Directions: Try to come up with three (3) examples of when you’ve exhibited these traits

- **Learnability**

Learns from their own mistakes

Example 1: _____

Example 2: _____

Example 3: _____

Picks up new ideas quickly

Example 1: _____

Example 2: _____

Example 3: _____

Asks questions

Example 1: _____

Example 2: _____

Example 3: _____

Pursues new information

Example 1: _____

Example 2: _____

Example 3: _____

Willing to start from the bottom

Example 1: _____

Example 2: _____

Example 3: _____