

Skills

Choose 5 skills that would be important to the person the Resumé is being prepared for. For example, (employer vs. college) or (sales job vs warehouse job) What would that person need in their employees?

- Count money with precision
- Apply safety knowledge
- Compose equations to calculate
- Spreadsheet skills
- Estimate answers
- Think imaginatively
- Arrive punctually
- Organize time and priorities
- Observe and improve processes
- Read factual reports
- Compromise to work with others
- Gather information and analyze choices
- Measure dimensions accurately
- Ask thoughtful questions
- Respect other's ideas
- Prepare notes
- Plan and prepare for a day
- Show leadership
- Meet deadlines
- Show a positive attitude
- Deal with pressure
- Apply rules
- Ready body language well
- Sort materials
- Explore possibilities
- Complete tasks
- Explain results
- Respond to email
- Manage my stress
- Take pride in work
- Combine ideas
- Follow directions
- Set and attain goals
- Budget money
- Pay attention to detail
- Prioritize tasks
- Prepare a presentation
- Co-ordinate hand-eye movements
- Compose at a computer
- Edit work done on a computer
- Be accountable for my own work
- Memorize new language vocabulary
- Correct mistakes
- Perform repetitive tasks
- Challenge myself physically
- Accept criticism
- Use proper manners
- Ignore directions
- Sort data
- Be observant and thorough
- And lots of other skills specific to your activities.