

A list of soft skills & general résumé appropriate skills:

- Fluency and Proficiency in second, third, or fourth languages
- Positive work ethic
- Proficiency in Microsoft Office programs *[If Engineer: Include all technical programs]
- Good attitude
- Desire to learn and be trained
- Excellent communication skills: Ability to relate to coworkers in a close environment
- Courtesy and Honesty
- Elevated Grammatical and excellent written communication skills
- Reliability
- Flexibility
- Team skills/ team oriented/team player
- Flexibility/Adaptability
- Self-directed
- Dependability
- Self-supervising and organized
- Punctual
- Personal integrity
- Positive work ethic
- Interpersonal skills
- Motivational skills
- Willingness to learn
- Dedication: Staying on the job until it is finished
- Ability to listen
- Commitment to continued training and learning
- Willingness to take instruction and responsibility
- Communication skills with public, fellow employees, supervisors, and customers