

SOFT SKILLS EXAMPLES

- ☒ Leadership
- ☒ Adaptability
- ☒ Problem Solving
- ☒ Communication
- ☒ Critical Thinking
- ☒ Organization
- ☒ Customer Service
- ☒ Patience
- ☒ Decision-making
- ☒ Persuasion
- ☒ Writing
- ☒ Innovation
- ☒ Teamwork
- ☒ Creativity
- ☒ Active Listening
- ☒ Conflict Resolution
- ☒ Time Management
- ☒ Work Ethic
- ☒ Attention to Detail
- ☒ Public Speaking
- ☒ Goal Setting
- ☒ Stress Management
- ☒ Initiative
- ☒ Strategic Thinking

COMMON JOB SKILL SET EXAMPLES

☑ Fast Food Position

- Money Handling
- Cleaning & Sanitation
- Customer Service
- Meal Preparation
- POS System
- Order Management
- Store Operations
- Team Management
- Training

☑ Lifeguard

- Policy Management
- Emergency Response
- First Aid
- CPR Certified
- Public Safety
- Problem Solving
- Swim Lessons
- Water Sampling
- Equipment Oversight
- Training
- Individual & Group Instruction

☑ Server/Host Position

- Assign Seating
- Supply/Restocking
- Customer Service
- Payment Processing
- Menu Recommendations
- Team Collaboration
- Order Management
- Events/Banquets
- Memorization
- Fast Paced-Environment
- Bussing Tables/Time Management

☑ Lawn Care

- Customer Service
- Time Management
- Invoicing
- Lawn Cleanup
- Equipment Operations
- Equipment Maintenance
- Safety Management
- Chemical Application
- Waste Management

☑ Childcare/Counselor

- Problem-Solving
- First-Aid
- Needs Assessment
- Activity Planning
- Safety Management
- Team Leadership
- Parental Communication
- Life Skills Development
- Behavior Management
- Group & Individual Instruction

☑ Warehouse Positions

- Inventory Management
- RF Scanner
- Forklift Operation
- Order Picking/Packing
- Shipping/Receiving
- Adaptability
- Quality Control
- Material Handling
- Safety Procedures
- Organization
- Time Management
- Attention to Detail
- Teamwork
- Training
- Stocking/Merchandising
- Heavy Lifting
- Housekeeping
- Data Entry/Documentation
- Problem-Solving

☑ Tutoring/Teacher Assistant

- Assessment
- Teach Concepts
- Mentoring
- Encouragement
- Monitoring Progress
- Providing Resources
- Review Homework/Assignments
- Communication
- Staying Updated on Curriculum
- Special Accommodations
- Providing Feedback/Corrections
- Prepare Course Materials
- Grading Assignments
- Leading Review Sessions
- Utilizing Technology/Platforms
- Maintaining Records
- Serving as a Liaison
- Maintaining Professionalism