

# Six Desirable Skill Sets and How to Put Them On a Resume

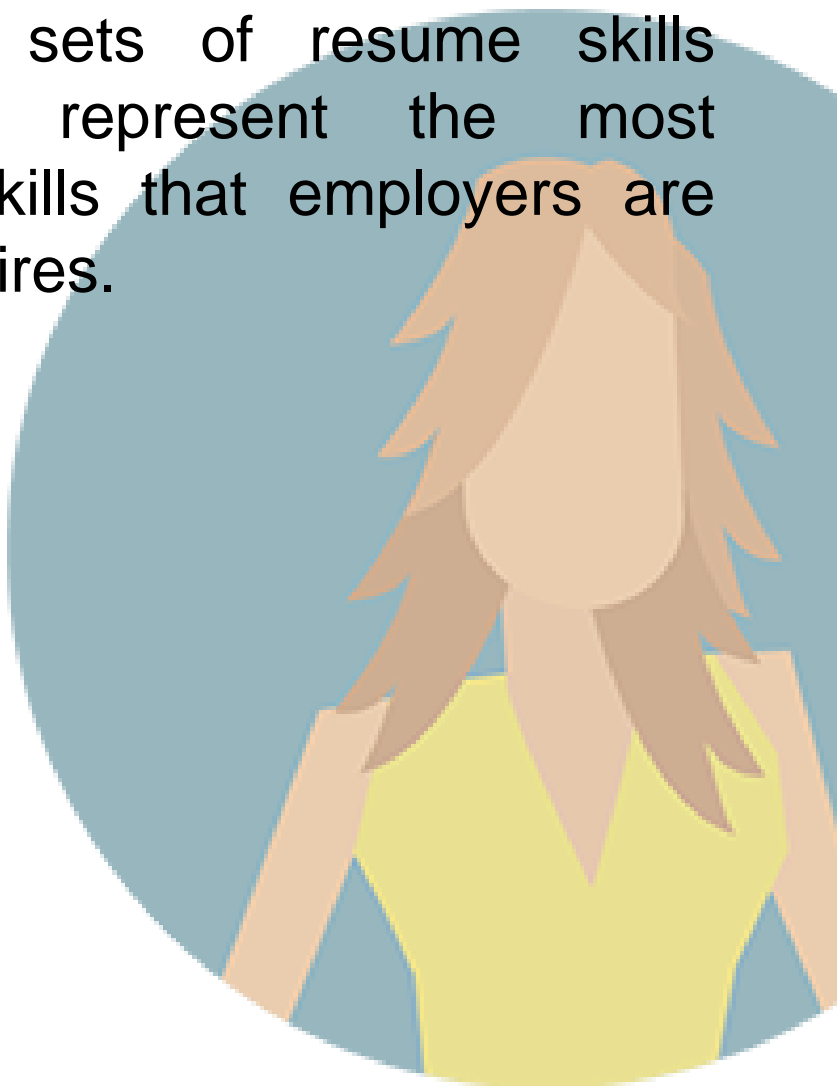
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What are good skills to put on a resume?

## **Soft skills.**

Below are six sets of resume skills examples that represent the most desirable soft skills that employers are seeking in new hires.



# 1. Communication and Writing Skills

Communication skills are some of the most desirable skills for employers. Communication skills include the ability to **speak, listen, and write.**

While having employability skills like Hadoop, HBase, and Hive is important if you are going to prove your Cloud and Distributed Computing Skills, none of it matters if you aren't able to speak, listen, or write.

At some point you will need to talk to someone, collaborate on a project, or write an email.

A Burning Glass report found that **communication is the number one skill** that employers want. The report shows [what key skills hiring managers mentioned most often on job descriptions](#) and job postings.

Writing skills came in third place, but were number one on the report of "hardest employability skills to find".

If you have the ability to write, you will be desirable in almost any type of company including jobs that aren't typically associated with writing.

# How To Put It On a Resume

## Speaking

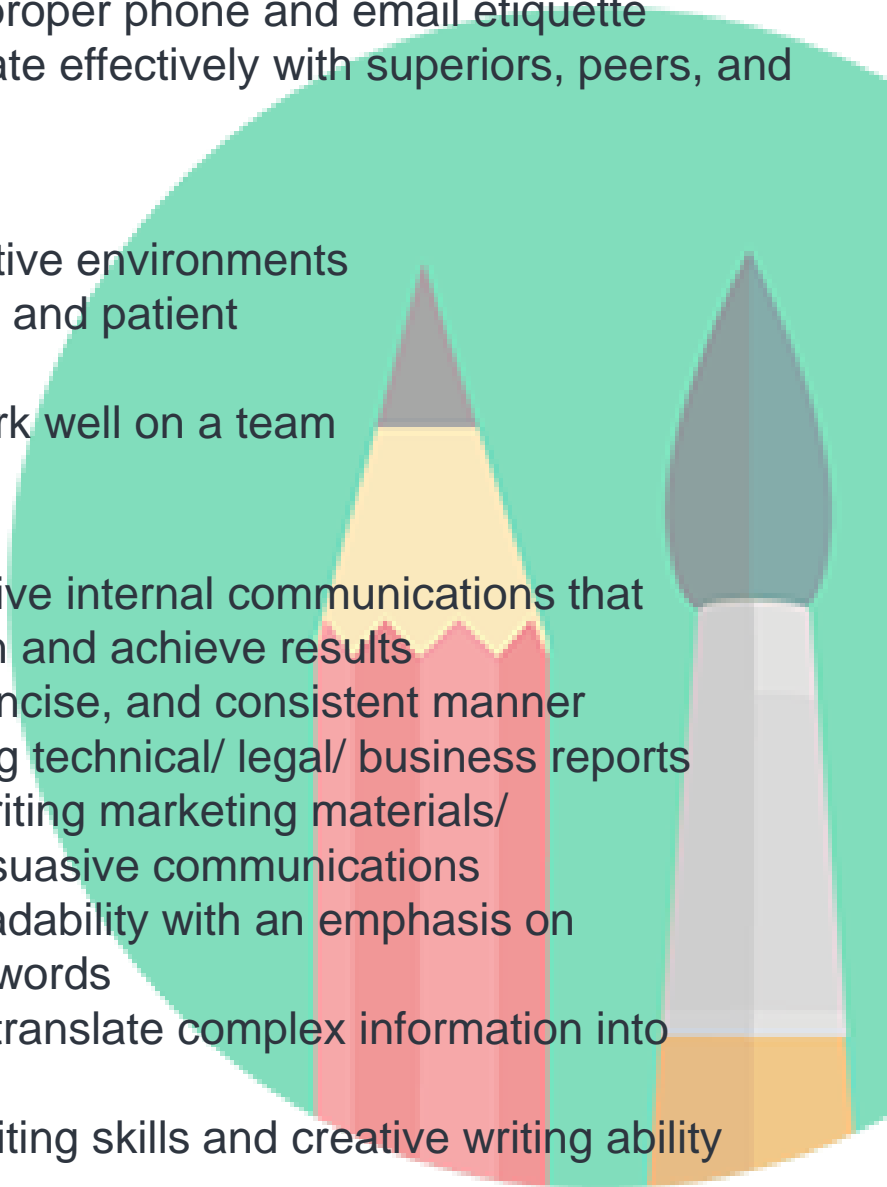
- Public speaking experience
- Able to speak persuasively in front of large groups of people
- Can clearly express ideas and information
- Able to negotiate and resolve differences with others
- Able to provide and ask for feedback
- Excel in communicating with individuals and small groups
- Able to conduct meetings that achieve results
- Make a strong impact at meetings
- Effective at using proper phone and email etiquette
- Able to communicate effectively with superiors, peers, and subordinates

## Listening

- Thrive in collaborative environments
- Culturally sensitive and patient
- Listen attentively
- Cooperate and work well on a team

## Writing

- Able to write effective internal communications that command attention and achieve results
- Write in a clear, concise, and consistent manner
- Familiar with writing technical/ legal/ business reports
- Experience with writing marketing materials/ presentations/ persuasive communications
- Write to ensure readability with an emphasis on meaningful action words
- Able to effectively translate complex information into common terms
- Possess strong editing skills and creative writing ability



## 2. Organizational and Planning Skills

Organizational Skills took second place on the Burning Glass report, and rank very high with employers.

Organizational and planning skills includes **the ability to know what, when, where, and how to do a task or project.**

It means you can show up to work on time, get your work done properly and on time, and keep track of things like important documents, schedules and where you parked the company car.

### How To Put It On a Resume

- Punctual and efficient with time management
- Able to design and implement plans of action
- Highly detail-oriented
- Organized and sensitive to deadlines
- Able to demonstrate a systematic approach to carrying out assignments
- Methodical in planning and performing tasks

### 3. Customer Service and The Ability to Build Effective Relationships

These career skills are “people skills” + “communication skills.” Sometimes they are called “interpersonal skills.” They reflect your ability to relate to other people and play nice.

You need these special skills for a resume if you are going to work with people - so always.

#### How To Put It On a Resume

##### Delegation

- Able to recognize the need to concentrate on people rather than tasks
- Provide subordinates with the authority need to effectively carry out delegated responsibilities
- Provide subordinates with the resources needed to accomplish results
- Able to fairly and effectively delegate unpleasant tasks

## Leadership

- Project a self-confident, authoritative, and enthusiastic persona
- Excel in training, leading, and motivating people
- Able to face problems and conflicts with confidence and assurance
- Inspire confidence and respect among coworkers
- Use positive reinforcement and show appreciation for contributions and achievements
- Promote harmony and teamwork in the workplace

## Relationship Building

- Able to understand and work with the personal values of superiors, peers, and subordinates
- Make a favorable impression and easily gains acceptance with others
- Well accepted by others under difficult or adverse situations
- Work harmoniously and effectively with others
- Develop a strong working rapport with others
- Track record of developing positive working relationships
- Promote relationships built on trust, respect, and honesty in the workplace
- Display a high degree of tact and diplomacy

## 4. Problem Solving and Creativity

There is actually something called “creative problem solving” - or coming up with a new, novel way to solve a problem. AKA Innovation. That’s why these two resume skills show up to the dance together.

Businesses love to throw the word “innovation” around, but basically it’s just solving problems in a creative way. If you can do that, then you are the future.

### How To Put It On a Resume

#### Problem Solving and Creativity

- Proven track record of developing creative strategies
- Able to seek creative alternatives when necessary
- Flexible about exploring new paths, procedures, and approaches
- Develop creative solutions to problems
- Track record of initiating strong conceptual ideas with practical applications



## 5. Research and Analytical Skills

Research skills aren't necessarily about having the ability to sit in a library for hours on end looking up entries about obscure things.

It is more about your ability to gather the necessary information you need to do tasks, to seek multiple perspectives when necessary, and to assess the best approaches to completing work.

The ability to do research and be analytical fall under “project management skills”, which [were ranked as the third most in-demand tech skills](#) for a resume on Computerworld's top tech skills list for 2016.

The results of the list were based on a survey of almost 200 employers who planned on hiring new talent over the next year. Out of those who responded, 39% they would be hiring candidates with good project management skills this year.

### How To Put It On a Resume

#### Analytical Thinking and Research

- Demonstrate a strong ability to analyze problems
- Excel in analyzing and adjusting work procedures for maximum efficiency
- Effective in analyzing relevant information

## 6. Multi-Tasking

Multi-tasking is more than just being able to do many things at once. It also means that you are **flexible** and **adaptable** - two other important skills that recruiters like their candidates to have.

Being able to multi-task means that you are able to effectively manage your time, set priorities for yourself, and adapt to changing tasks and work environments.

### How To Put It On a Resume

#### Flexibility and Adaptability

- Able to demonstrate competence in many areas
- Possess the ability to perform a wide range of assignments
- Track record of successfully handling multiple projects at the same time
- Display flexibility in adapting to changing conditions
- Able to effectively cope with accelerating changes
- Flexible and open to change
- Extremely versatile in providing back-up support for other jobs

**WRITTEN BY:**



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