ESSENTIAL SKILLS for SUCCESS

WHAT ARE ESSENTIAL SKILLS?*

COMMUNICATION • ORGANIZATION
CRITICAL THINKING • PROBLEM-SOLVING
TEAMWORK • FLEXIBILITY • TOLERANCE
NETWORKING • POSITIVE ATTITUDE
DETERMINATION • DEPENDABILITY
PROFESSIONALISM • LEADERSHIP
LISTENING • MANNERS • CREATIVITY
WILLINGNESS TO LEARN • PATIENCE
BEING ON TIME • PERSEVERANCE
MANAGING MULTIPLE PRIORITIES
MOTIVATION • FOLLOW-THROUGH
ATTENTION TO DETAIL

*Also known as "soft skills," which is in contrast to "hard skills" — quantifiable and directly related to a career (e.g., software knowledge, plumbing skills)

COMPLETE YOUR CAREER PUZZLE

EDUCATION/TRAINING
ESSENTIAL SKILLS
INTERVIEWING
RÉSUMÉ & COVER LETTER
WORK EXPERIENCE

IMPROVE your ESSENTIAL SKILLS by:

- ASKING FOR FEEDBACK
- COMMITTING TO LIFELONG LEARNING
- VOLUNTEERING
- JOINING SCHOOL OR COMMUNITY GROUPS
- FINDING A MENTOR
- SEEKING OUT INTERNSHIPS

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