

## **SKILLS THAT SAY YOU ARE EMPLOYABLE**

\_\_\_ adaptable \_\_\_ accepting \_\_\_ accept responsibilities \_\_\_ active listener \_\_\_ adhere to deadlines  
\_\_\_ aggressive \_\_\_ assists others \_\_\_ advocate \_\_\_ ambitious \_\_\_ analytical \_\_\_ anticipates  
\_\_\_ articulate \_\_\_ bright \_\_\_ collaborate with colleagues \_\_\_ communicate \_\_\_ coordinate  
\_\_\_ competent \_\_\_ conscientious \_\_\_ consensus building \_\_\_ cost-consciousness \_\_\_ conflict  
resolution \_\_\_ connect people to resources \_\_\_ counsel/advise clients \_\_\_ creative  
\_\_\_ critical/precise writing \_\_\_ decisive \_\_\_ demonstrate good judgment/common sense  
\_\_\_ dependable \_\_\_ detail work \_\_\_ develop expertise \_\_\_ develop rapport \_\_\_ discipline  
\_\_\_ diplomatic \_\_\_ edit \_\_\_ efficient \_\_\_ energetic \_\_\_ exacting \_\_\_ fluent \_\_\_ focused  
concentration \_\_\_ follow rules \_\_\_ follow through \_\_\_ fundraising \_\_\_ goal-oriented \_\_\_ initiate  
\_\_\_ innovative \_\_\_ imaginative \_\_\_ industrious \_\_\_ inquisitive \_\_\_ insightful \_\_\_ inventive  
\_\_\_ leadership \_\_\_ logical thinker \_\_\_ listening skills \_\_\_ long-range planner \_\_\_ management  
ability \_\_\_ mature \_\_\_ meticulous \_\_\_ methodical \_\_\_ mediate \_\_\_ motivate \_\_\_ negotiate \_\_\_  
\_\_\_ notice details \_\_\_ nurture \_\_\_ observant \_\_\_ original \_\_\_ organized \_\_\_ oversaw  
\_\_\_ objective \_\_\_ oral advocacy \_\_\_ oral communication \_\_\_ persevere \_\_\_ persist \_\_\_  
persuade \_\_\_ perceptive \_\_\_ probing \_\_\_ produce quality work \_\_\_ practical \_\_\_ pragmatic \_\_\_  
problem solving \_\_\_ public speaking \_\_\_ presented \_\_\_ put in long hours \_\_\_ quick-witted  
\_\_\_ resourceful \_\_\_ research skill \_\_\_ see big picture \_\_\_ self-confident \_\_\_ self-reliant  
\_\_\_ serious \_\_\_ simplify complexity \_\_\_ synthesize \_\_\_ sophisticated \_\_\_ systematic \_\_\_ teaching  
ability \_\_\_ team player \_\_\_ thorough \_\_\_ translated \_\_\_ trouble shoot \_\_\_ versatile \_\_\_ works  
efficiently \_\_\_ works well under pressure \_\_\_ writes well