

**Effectively communicating your skills and attributes helps you stand out and demonstrates how you positively contribute to a team or project. Check the list on the left for what you're good at. Then, use the prompts on the right to craft your resume.**

## I am good at...

## So, on your résumé you can say...

Saying what I think in a clear way so that others can understand.

### **Effective communication skills**

"I have strong verbal communication."

"I am articulate and communicate well."

Working with others in a group.

### **Teamwork**

"I collaborate well with others."

"I am cooperative within diverse teams."

Helping and encouraging others to work effectively.

### **Leadership qualities**

"I can guide and motivate others to achieve goals."

Solving problems by thinking carefully.

### **Problem solving skills**

"I am an analytical thinker."

"I have creative problem-solving skills."

Being organised, getting things done on time and finishing assessments before they are due.

### **Time management skills**

"I efficiently prioritise tasks and manage deadlines."

Fitting in to new situations without too many worries or concerns.

### **Adaptability**

"I am able to adjust to changing environments and circumstances."

Keeping things neat and tidy.

### **Strong organisational skills**

"I maintain meticulous order and cleanliness."

"I keep clean and tidy work spaces."

Solving puzzles and choosing what to do after thinking carefully about a situation.

### **Critical Thinking skills**

"I am able to evaluate situations and make reasoned decisions."

Not waiting to be asked, I just get things done.

### **Initiative**

"I have a proactive approach to taking on responsibilities and finding solutions."



**I am good at...****So, on your résumé you can say...**

Making new friends and getting along well with others.

**Interpersonal skills**

I build rapport and maintain relationships.

Knowing how to use computers and software.

**Technical Skills**

I have proficiency in relevant software, tools, and technologies.

Being helpful and friendly to people.

**Customer Service Skills**

I am attentive and responsive to customer needs.

Planning and finishing tasks.

**Abilities in Project Management**

I enjoy planning, organizing, and overseeing projects from beginning to end.

Handling many different tasks at once without getting overwhelmed.

**Multitasking**

I can handle multiple tasks efficiently without compromising quality.

Fixing arguments and issues between my friends.

**Conflict Resolution**

I'm comfortable mediating disputes and finding mutually beneficial solutions.

Thinking up new and cool ideas.

**Creativity**

I enjoy thinking innovatively to generate new ideas and approaches.

Being careful and not making mistakes.

**Attention to Detail**

I am thorough and accurate when performing tasks.

Knowing your how you feel and knowing how others are feeling too.

**Emotional Intelligence**

I can understand and manage my own emotions as well showing empathy to others.

Meeting and connecting with people for help or fun.

**Networking**

I enjoy building and maintaining professional relationships for mutual benefit.

Choosing what to do after thinking carefully about a situation.

**Decision Making**

I make sound decisions based on analysis and judgment.

