**Soft Skills: The Skills Employers Want**

Recruiters and hiring managers want both hard and soft skills in their new hires. To find out which ones will help your resume stand out, review the job description for keywords you can incorporate into your resume and cover letter. Matching your resume and cover letter to the job description, as closely you can, will help you get chosen for a job interview. Of course, it helps to know what you’re looking for, so here's a list of soft skills for resumes, cover letters, job applications, and interviews. Because required skills will vary based on the job for which you're applying, and you can’t always count on job descriptions to give you the full picture, it’s also in your best interests to review our list of ​​skills listed by type of skill.

***Soft Skills List***

* Able to Listen
* Accept Feedback
* Adaptable
* Artistic Sense
* Assertive
* Attentive
* [Collaborating](https://www.thebalance.com/collaboration-skills-with-examples-2059686)
* [Communication](https://www.thebalance.com/communication-skills-list-2063737)
* Competitive
* Confident
* [Conflict Management](https://www.thebalance.com/conflict-management-skills-2059687)
* [Conflict Resolution](https://www.thebalance.com/conflict-resolutions-skills-2063739)
* Cooperative
* Courteous
* Crisis Management
* Critical Observer
* [Critical Thinker](https://www.thebalance.com/critical-thinking-definition-with-examples-2063745)
* [Customer Service](https://www.thebalance.com/top-soft-skills-for-customer-service-jobs-2063746)
* Deal with Difficult Situations
* Deal with Office Politics
* Deals with Difficult People
* Decision Making
* Dedicated
* [Delegation](https://www.thebalance.com/delegation-skills-2059688)
* Dependable
* Design Sense
* Desire to Learn
* Disability Awareness
* Dispute Resolution
* Diversity Awareness
* Effective Communicator
* Emotion Management
* [Emotional Intelligence](https://www.thebalance.com/interview-questions-about-your-emotional-intelligence-2059962)
* Empathetic
* Energetic
* Enthusiastic
* Establish Interpersonal Relationships
* Experience Dealing with Difficult Personalities
* Experience
* Facilitating
* [Flexible](https://www.thebalance.com/workplace-flexibility-definition-with-examples-2059699)
* Follow Instructions
* Follow Regulations
* Follow Rules
* Friendly
* Functions Well Under Pressure
* Giving Feedback
* Good at Networking
* Good at Storytelling
* Good Attitude
* High Energy
* Highly Organized
* Highly Recommended
* Honest
* Independent
* Influence/Persuasive
* Innovator
* Inspiring
* Intercultural Competence
* [Interpersonal](https://www.thebalance.com/interpersonal-skills-list-2063724)
* Knowledge Management
* [Leadership](https://www.thebalance.com/leadership-skills-list-2063757)
* [Listening](https://www.thebalance.com/types-of-listening-skills-with-examples-2063759)
* [Logical Thinking](https://www.thebalance.com/logical-thinking-definition-with-examples-2059690)
* [Management](https://www.thebalance.com/management-skills-list-2062427)
* Managing Difficult Conversations
* Meeting Management
* Mentoring
* Motivated
* [Motivating](https://www.thebalance.com/motivational-skills-with-examples-2059691)
* [Multitasking](https://www.thebalance.com/multitasking-skills-with-examples-2059692)
* [Nonverbal Communication](https://www.thebalance.com/nonverbal-communication-skills-2059693)
* [Organization](https://www.thebalance.com/organizational-skills-list-2063762)
* Patience
* Perform Effectively in a Deadline Environment
* Performance Management
* Perseverance
* Persistence
* [Persuasion](https://www.thebalance.com/persuasive-skills-with-examples-2059694)
* Planning
* Positive Work Ethic
* Possess Business Ethics
* Presentation
* [Problem Solving](https://www.thebalance.com/problem-solving-skills-with-examples-2063764)
* Process Improvement
* Proper Business Etiquette
* Public Speaking
* Punctual
* Quick-witted
* Read Body Language
* Reliable
* Research
* Resilient
* Resolving Issues
* Respectful
* Respectable
* Results Oriented
* Safety Conscious
* Self-awareness
* Self-directed
* Self-monitoring
* Self-supervising
* Selling Skills
* Sense of Humor
* [Social](https://www.thebalance.com/top-social-skills-for-workplace-success-4142848)
* Stay on Task
* [Strategic Planning](https://www.thebalance.com/list-of-strategic-planning-skills-2063771)
* Stress Management
* Successful Coach
* Supervising
* Take Criticism
* [Team Building](https://www.thebalance.com/list-of-team-building-skills-2063772)
* [Team Player](https://www.thebalance.com/list-of-teamwork-skills-2063773)
* Technology Savvy
* Technology Trend Awareness
* Thinks Outside the Box
* [Time Management](https://www.thebalance.com/time-management-skills-2063776)
* Tolerant of Change and Uncertainty
* Trainable
* Training
* Troubleshooter
* Value Education
* [Verbal Communication](https://www.thebalance.com/verbal-communication-skills-list-2059698)
* Visual Communication
* Willing to Accept Feedback
* Willingness to Learn
* Work Well Under Pressure
* Work-Life Balance
* Writing Experience
* [Writing Skills](https://www.thebalance.com/writing-and-editing-skills-list-2063778)