

Today's job market demands soft skills

1. Communication:

More than just clearly speaking the language, communication skills involve active listening and excellent presentation and writing capabilities. One highly sought-after communication skill is the ability to explain technical concepts to partners, customers, and coworkers who aren't tech-savvy.

2. Organization:

Planning and effectively implementing projects and general work tasks for yourself and others is a highly effective soft skill to have. Haphazard, slapdash organization wastes your colleagues' time and your employers' money, so having stacked skills in the organization department will always come in handy.

3. Teamwork Skills:

The bigger the company you work for, the bigger the chance that you're a member of more than one team, which means solid team player skills are crucial. How well do you work with other team members in reaching team goals? How do you help other team members?

4. Punctuality:

No one likes to wait. Not for employees late to a meeting; not for candidates late to a job interview; and certainly not for colleagues who deliver their work late on million-dollar business projects. We've all heard some variation of "5 minutes early is on time. On time is late. Late is unacceptable." Where do you fall on the punctuality scale?

5. Critical Thinking:

The ability to use imagination, reasoning, past experience, research, and available resources to fundamentally understand and then resolve issues is attractive for obvious reasons. Highlight this skill by listing an example (or speaking of one in an interview) of a time when your company was dealt a sticky situation and you effectively addressed/resolved it via critical thinking skills.

6. Social Skills:

The more people you come into contact with on a daily basis, the more important your social skills will be to your success. Can you handle yourself in all situations when dealing with other people, regardless of stature, position, or rank? Can you deal with a wide variety of personalities?

7. Interpersonal Communication:

The ability to work in teams, relate to people, and manage conflict is a valuable asset in the workplace.

8. Friendly Personality: People want to work with people they like, or think they'll like—people who are easygoing, optimistic, and even fun to be around regardless of situation. Do other people tend to come away feeling good after working with you? How can you tell?