

Careers Advice - Soft Skills

Listing your skills and abilities is great because it tells the recruiter where your expertise lies.

However, to make yourself an outstanding candidate, support your claim with facts, figures and statistics wherever possible to prove your value.

For example, you may have 'worked with clients', but how many have you worked with? What did you do? What did you learn? What did you achieve? Do you have any testimonials?

Be as specific as possible with your claims and skills as results quantify your achievements and offer tangible reasons to invite you to an interview.

Communication Skills

Good communication will avoid conflict and build closer working or private relationships. It goes a long way to establishing a good decision-making process.

I demonstrated good communications skills _____

Leadership

Leadership is about understanding people, what makes them tick, thinking of effective ways you improve them and having trust in your team.

I demonstrated good leadership skills _____

Creativity

Creativity is the ability to produce or use original and unusual ideas. Creative people are forward thinking and innovative.

I demonstrated creativity _____

