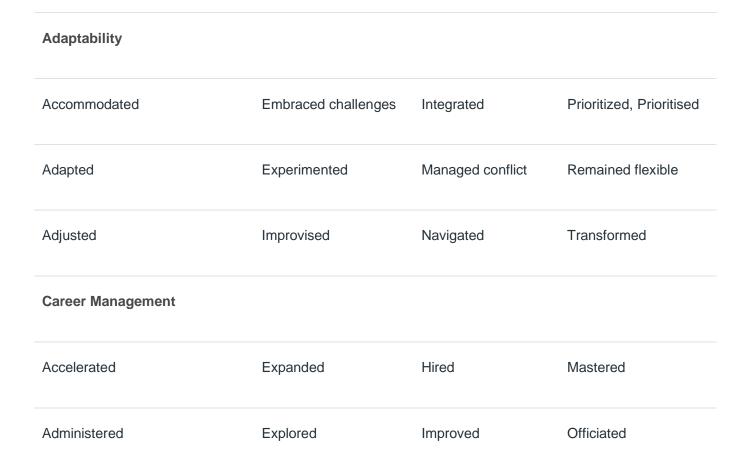
What are Essential Skills?

Essential skills are important to develop and showcase on your resume, but what exactly constitutes an essential skill? They are people, social, and communication skills combined with character or personality traits, attitudes, career attributes, and social and emotional intelligence quotients. These skills empower people to navigate their environment, collaborate with others, perform well, and achieve their goals. Combined with technical skills, essential skills are key in the workplace. They are also referred to as *core competencies, core skills,* or *soft skills*.

The primary difference between technical and essential skills is how people develop and use them in the workplace. **Essential skills** are more often seen as traits you may have developed throughout your life. **Technical skills** are studied and developed through education or specific training. They include competencies like how to use a certain machine, software, or another tool.

Check out this article to learn more about career readiness competencies!

Use strong action verbs on your resume to showcase your essential skills! Consider using the following strong action verbs to highlight your essential skills:



Contracted	Facilitate		d	Learned	Promoted
Endorsed		Furthered	ł	Leveraged	Engaged
Envisioned					
Coachability					
Accepted constructive cr	riticism	Learned		Responded to inp	out Took direction
Accepted responsibility		Respecte	d	Reflected	Took ownership
Communication					
Addressed	Confer	red	Enlivened	Lob	bbied
Advertised	Convey	/ed	Expressed	Ма	rketed
Answered	Corres	ponded	Facilitated	Neg	gotiated
Articulated	Debate	d	Ignited	Per	rsuaded
Authored	Defined	b	Illustrated	Pre	esented
Briefed	Describ	bed	Informed	Rev	viewed
Campaigned	Discus	sed	Instructed	Spo	oke

Clarified	Drafted	Interpreted	Summarized, Summarised
Co-authored	Documented	Lectured	Wrote
Composed	Edited	Listened	
Critical Thinking			
Analyzed, Analysed	Examined	Merged	Restructured
Assembled	Explored	Modified	Revamped
Assessed	Forecasted	Optimized, Optimised	Revitalized, Revitalised
Audited	Formulated	Overhauled	Simplified
Calculated	Identified	Redesigned	Solved
Conceptualized	Innovated	Refined	Streamlined
Devised	Investigated	Refocused	Updated
Evaluated	Mapped	Remodeled	
Digital Technology			
Analyzed, Analysed	Customized, Customised		esigned Operated

Coded	Installed		Modeled	Programmed
Compiled	Interfaced		Networked	Tested
Computed				
Empathy				
Cared	Guided		Related	Sympathized
Considered	Listened		Respected	Understood
Empathized	Mentored		Supported	
Entrepreneurship				
Built	Developed	Formulated		Introduced
Charted	Engineered	Founded		Launched
Conceived	Established	Initiated		Piloted
Created	Forged	Innovated		Pioneered
Designed				
Leadership				

Chaired	Elected	Inspired		Orchestrated	
Championed	Empowered	Led		Oversaw	
Coached	Executed	Mentored		Spearheaded	
Coordinated	Fostered	Motivated		Transformed	
Delegated	Guided	Optimized, C	Dptimised	Unified	
Deployed					
Multi-Cultural Fluency					
Bridged	Interpre	eted	Reconciled		
People Management					
Advised	Coordi	nated	Encouraged	Oversaw	
Assigned	Delega	ited	Influenced	Resolved	
Built relationship(s)	Directe	d	Informed	Supervised	
Coached	Educat	ed	Led	Trained	
Collaborated	Employ	/ed	Managed		

Professionalism

Committed	Ensured	Respected	Surpassed
Considered	Managed expectations	Succeeded	Verified
Dedicated	Negotiated		
Resilience			
Adapted	Grew	Overcame	Strengthened
Changed	Improvised	Reached	Succeeded
Changed Coped	Improvised Learned	Reached	Succeeded Updated

Teamwork & Collaboration

Aided	Enabled	Guided	Partnered
Aligned	Encouraged	Harmonized, Harmonised	Resolved
Assisted	Exchanged Ideas	Incorporated	Shaped
Collaborated	Facilitated	Mentored	Supported

Contributed	Gathered	Participated	Teamed
Cooperated			
Time Management			
Delegated	Met deadlines	Planned	Set Goals
Expedited	Multi-tasked	Prioritized, Prioritised	Strategized, Strategised
Managed competing priorities	Organized, Organised	Scheduled	