Skills Buzzwords

These words can help you describe your skills and attributes on your CV. For example, if you're confident at speaking to other people, you might say you have good 'communication' skills. Which of these skills do you have and which do you need to improve?

Thought Processes

Analytical | Creative Thinking | Critical Thinking

Problem Solving

Administrative, Business, and Finance

Accounting | Administrative | Microsoft Office Skills

Customer Service | Finance/budgeting | Business

Organisational | Time Management | Prioritising

Communication and Interpersonal

Collaboration | Communication | Interpersonal

Listening | Presentation | Public Speaking

Patient | Reliable | Teamwork | Writing

Leadership and Management

Adaptable | Decision-making | Delegation | Respectful

Leadership | Management | Motivational

Negotiation | Entrepreneurial | Supportive