

Top 10 Soft Skills for Job Hunters

<https://www.aol.com/article/2009/01/26/top-10-soft-skills-for-job-hunters/1441226/>

1. **Strong Work Ethic:** Are you motivated and dedicated to getting the job done, no matter what? Will you be conscientious and do your best work?
2. **Positive Attitude:** Are you optimistic and upbeat? Will you generate good energy and good will?
3. **Good Communication Skills:** Are you both verbally articulate and a good listener? Can you make your case and express your needs in a way that builds bridges with colleagues, customers and vendors?
4. **Time Management Abilities:** Do you know how to prioritize tasks and work on a number of different projects at once? Will you use your time on the job wisely?
5. **Problem-Solving Skills:** Are you resourceful and able to creatively solve problems that will inevitably arise? Will you take ownership of problems or leave them for someone else?
6. **Acting as a Team Player:** Will you work well in groups and teams? Will you be cooperative and take a leadership role when appropriate?
7. **Self-Confidence:** Do you truly believe you can do the job? Will you project a sense of calm and inspire confidence in others? Will you have the courage to ask questions that need to be asked and to freely contribute your ideas?
8. **Ability to Accept and Learn From Criticism:** Will you be able to handle criticism? Are you coachable and open to learning and growing as a person and as a professional?
9. **Flexibility/Adaptability:** Are you able to adapt to new situations and challenges? Will you embrace change and be open to new ideas?
10. **Working Well Under Pressure:** Can you handle the stress that accompanies deadlines and crises? Will you be able to do your best work and come through in a pinch?