

## IDEAS FOR WHAT TO INCLUDE UNDER “KEY SKILLS” ON RESUMES

Dependable (get to work daily)

Punctual (arrive on time)

Cooperative (get along with coworkers)

Work well as a team member

Responsible

Hard working

Self-motivated

Good organizational skills

Trustworthy

Detail oriented

Flexible

Eager to learn new things

Good communication skills

Ability to follow directions carefully

Problem solving skills

Ability to meet deadlines

Teaching abilities

Customer relations skills

Leadership abilities

Supervisory skills

Analytical skills

Research skills

Mechanical abilities

Repair/maintenance abilities

Equipment operation abilities

Creative

Artistic

Computer skills, including Windows XP, Microsoft Office, including Word, PowerPoint, and Excel, and the Internet