



Skills and Traits

Fundamental Skills: Communication		
Verbs		Traits
advertise	listen	articulate
advise	lobby	bilingual
advocate	map	direct
arbitrate	mediate	expressive
ask	negotiate	persuasive
bargain	paraphrase	
counsel	perform	
debate	persuade	
demonstrate	photograph	
display	present	
document	promote	
draw	publicize	
edit	read	
explain	recommend	
express	report	
extract	request	
greet	sculpt	
guide	sell	
illustrate	shape	
influence	speak	
inform	story-telling	
instruct	summarize	
interpret	talk	
interview	transcribe	
lecture	translate	
liaise	write	

Fundamental Skills: Managing Information

Verbs

Traits

analyze
apply
appraise
archive
categorize
check
classify
compile
define
distribute
document
edit
examine
file
formulate
gather
identify
inform
inspect

judge
learn
manage
monitor
organize
prioritize
process
program
proofread
protect
record
schedule
select
share
study
survey
synthesize
update
visualize

analytical
competent
conscientious
confidential
knowledgeable
organized
precise

Fundamental Skills: Use Numbers

account
allocate
audit
balance
budget
calculate
compute
count
estimate
finance
forecast

keep books
inventory
measure
model
order
purchase
quote
reconcile
track
tabulate

analytical
procedural
program
systematic

Fundamental Skills: Think & Solve Problems

Verbs		Traits
assess compare compose conceptualize consult create decide devise design detect determine diagnose evaluate generate ideas hypothesize identify	imagine implement invent investigate prove question reason rehabilitate relate research review test troubleshoot understand verify visualize	conceptual creative critical decisive forward thinking intuitive logical methodical practical problem solver strategic thorough trouble shooter

**Personal Management Skills :
Demonstrate Positive Attitudes and Behaviors**

care empathize listen initiate manage motivate organize prepare protect resolve start	accountable ambitious bold brave calm caring civic-minded confident conscientious consistent courteous courageous creative	culturally-sensitive curious determined devoted empathetic honest loyal motivated persistent positive prepared progressive resilient
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Personal Management Skills : Being Responsible	
Verbs	Traits
administer maintain manage oversee recognize set goals supervise	assertive productive controlled punctual cautious rational career-oriented realistic dependable reasonable ethical reliable firm responsible hardworking time management industrious trustworthy moral truthful
Personal Management Skills : Being Adaptable	
adapt adjust experiment initiate manipulate plan problem solve	adaptable quick thinking dynamic relaxed flexible resourceful independent responsive innovative self-directed observant structured optimistic understanding proactive versatile
Personal Management Skills : Learn Continuously	
assess develop discover learn reflect research set goals study	eager experimental perceptive well-versed

Personal Management Skills : Work Safely

Verbs		Traits	
assemble	maintain	alert	
build	model	aware	
clean	monitor	careful	
construct	operate	conscientious	
demonstrate	protect	observant	
direct	repair	responsible	
drive	restore	safety conscious	
inspect	service		
install	sort		
instruct	troubleshoot		
lift			

Teamwork Skills: Work with Others

assist	help	cooperative	negotiator
coach	intervene	easy going	open-minded
collaborate	lead	energetic	outspoken
conduct	listen	engaging	pace setter
cooperate	mentor	even-tempered	patient
coordinate	motivate	extroverted	respectful
conflict resolution	negotiate	friendly	supportive
contribute	serve	generous	sociable
delegate	support	good-natured	team leader
direct	train	helper	tolerant
facilitate	unite	inclusive	polite
		leader	personable
		mature	sincere

Teamwork Skills: Participate in Projects and Tasks	
Verbs	Traits
arrange design develop devise educate instruct invent prioritize produce teach	detail-oriented diligent effective efficient enjoy challenges focused good judgment imaginative inventive performance driven quality driven results-oriented
Other	
host print style	adventurous artistic authoritative competitive

*The categories are from the Employability Skills by the Conference Board of Canada
<https://www.conferenceboard.ca/edu/employability-skills.aspx>*