

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:

Adaptability

Accommodated	Embraced challenges	Integrated	Prioritized, Prioritised
Adapted	Experimented	Managed conflict	Remained flexible
Adjusted	Improvised	Navigated	Transformed

Career Management

Accelerated	Expanded	Hired	Mastered
Administered	Explored	Improved	Officiated

Contracted	Facilitated	Learned	Promoted
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Endorsed	Furthered	Leveraged	Engaged
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Envisioned

Coachability

Accepted constructive criticism	Learned	Responded to input	Took direction
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Accepted responsibility	Respected	Reflected	Took ownership
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Communication

Addressed	Conferred	Enlivened	Lobbied
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Advertised	Conveyed	Expressed	Marketed
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Answered	Corresponded	Facilitated	Negotiated
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Articulated	Debated	Ignited	Persuaded
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Authored	Defined	Illustrated	Presented
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Briefed	Described	Informed	Reviewed
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Campaigned	Discussed	Instructed	Spoke
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Clarified	Drafted	Interpreted	Summarized, Summarised
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Co-authored	Documented	Lectured	Wrote
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Composed	Edited	Listened	
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Critical Thinking

Analyzed, Analysed	Examined	Merged	Restructured
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Assembled	Explored	Modified	Revamped
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Assessed	Forecasted	Optimized, Optimised	Revitalized, Revitalised
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Audited	Formulated	Overhauled	Simplified
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Calculated	Identified	Redesigned	Solved
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Conceptualized	Innovated	Refined	Streamlined
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Devised	Investigated	Refocused	Updated
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Evaluated	Mapped	Remodeled	
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Digital Technology

Analyzed, Analysed	Customized, Customised	Designed	Operated
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Coded	Installed	Modeled	Programmed
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Compiled	Interfaced	Networked	Tested
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Computed

Empathy

Cared	Guided	Related	Sympathized
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Considered	Listened	Respected	Understood
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Empathized	Mentored	Supported
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Entrepreneurship

Built	Developed	Formulated	Introduced
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Charted	Engineered	Founded	Launched
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Conceived	Established	Initiated	Piloted
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Created	Forged	Innovated	Pioneered
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Designed

Leadership

Chaired	Elected	Inspired	Orchestrated
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Championed	Empowered	Led	Oversaw
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Coached	Executed	Mentored	Spearheaded
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Coordinated	Fostered	Motivated	Transformed
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Delegated	Guided	Optimized, Optimised	Unified
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Deployed

Multi-Cultural Fluency

Bridged	Interpreted	Reconciled
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People Management

Advised	Coordinated	Encouraged	Oversaw
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Assigned	Delegated	Influenced	Resolved
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Built relationship(s)	Directed	Informed	Supervised
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Coached	Educated	Led	Trained
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Collaborated	Employed	Managed
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Professionalism

Committed Ensured Respected Surpassed

Considered Managed expectations Succeeded Verified

Dedicated Negotiated

Resilience

Adapted Grew Overcame Strengthened

Changed Improvised Reached Succeeded

Coped Learned Recovered Updated

Earned Merged Restructured

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