

# TOP 10 SOFT SKILLS

Strong  
Work Ethic

Confident

Dependable

Positive  
Attitude

Self-Motivated

Team  
Oriented

Organized

Works Well  
Under Pressure

Flexible

Effective Communicator

*Hard skills* are specific, teachable abilities that can be defined and measured, such as typing, writing, math, reading and the ability to use software programs.

By contrast, *soft skills* are less tangible and harder to quantify, such as etiquette, getting along with others, listening and engaging in small talk.

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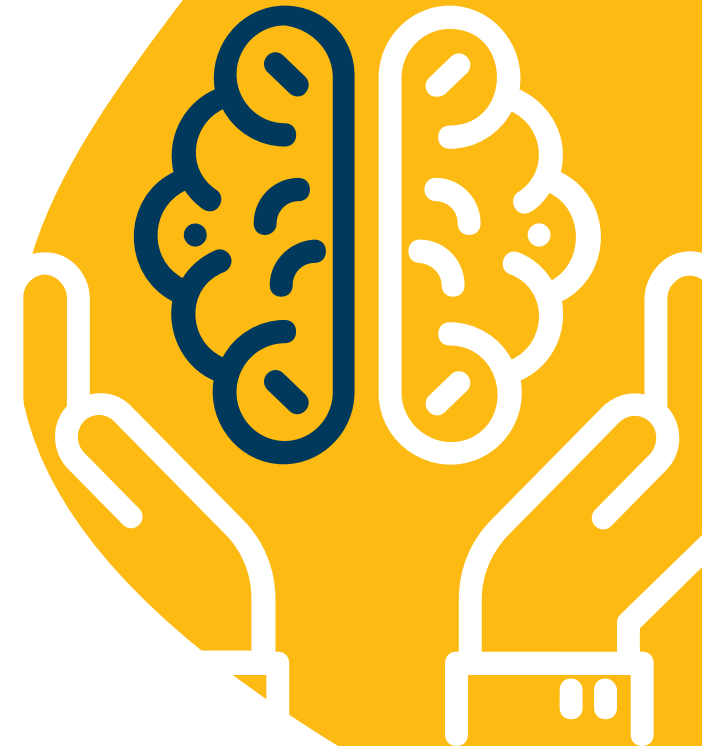
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## What Are Soft Skills?

Soft skills are the personal character traits or qualities each of us has.

## Why Do You Need Soft Skills?

In addition to what is required by your occupation, employers also expect you to have certain character traits.

Having personal skills are critical to your success in any job, as they allow you to work well with employers, employees, colleagues, clients, and vendors.

Company leaders seek employees with personal skills because they are better able to effect positive outcomes for their companies.

## Important Personal Skills That Employers Value:

- **Verbal Communication:** People with good verbal communication skills have the ability to convey information to others by speaking.
- **Interpersonal Skills:** Having good interpersonal skills means that one has not only the ability to communicate with others but is willing to listen to people without judging them, share ideas and pitch in when co-workers need help.
- **Writing Skills:** Good writing skills allow you to relate information using the written word.
- **Problem Solving and Critical Thinking:** Problem-solving is the ability to identify a problem and then come up with possible solutions. Critical thinking skills allow you to evaluate each possible solution, using logic and reasoning, to determine which one is most likely to be successful.
- **Active Listening:** Good listeners make an effort to understand what others are saying, interrupting only when appropriate to ask questions that will help clarify the information being shared.
- **Active Learning:** Active learners are willing and able to acquire knowledge and then apply it to their jobs.
- **Organizational Skills:** Those who have strong organizational skills know how to take a systematic approach to every task.
- **Time Management:** Those who are good at managing their time know how to schedule their tasks in order to complete projects according to deadlines. They are good at prioritizing their work.
- **Team Player:** Those who are cooperative and can be leaders or participants, as required by the situation at hand. They are willing to share responsibility with other team members, whether that means taking credit for successes or responsibility for failures.
- **Professionalism:** This characteristic is hard to define, but it's very apparent when someone is lacking it. It's probably the one feature that every employer desires, regardless of what you do or where you work. Professionalism encompasses many things including showing up on time, being polite, being generally pleasant and helpful, dressing appropriately and taking responsibility for your own actions.
- **Reading Comprehension:** Individuals with strong reading comprehension skills have little difficulty understanding the content of written materials.
- **Flexibility and Adaptability:** People who are flexible and adaptable react well to changes in their jobs and work environments. They have a positive can-do attitude about anything that gets thrown their way.

