



Youth Employment Resource Centre

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What Skills do you possess?

General

* be prepared to give solid examples if you choose to put one of the following skills on your resume

- Able to work in a team environment as well as independently
- Able to take initiative
- Able to solve problems
- Able to listen and verbally communicate
- Able to understand people
- Able to multi-task
- Adapt with ease to new situations
- Answered telephones, directed calls and took messages
- Capable of following instructions and finishing projects
- Capable of accepting responsibility
- Capable of working on a number of different projects
- Communicate effectively with others
- Dealt with difficult customers with patience and understanding
- Enjoy working with the public
- Enjoy the challenge of and adapts easily to new situations
- Excellent telephone communication skills
- Friendly and reliable
- Flexible
- Good sense of humour
- Hard worker
- Self-motivated and organized
- Take Pride in performance
- Observed customers needs and provided service accordingly
- Organized and maintained a clean work area
- Pay close attention to detail
- Punctual
- Quick Learner
- Provided great customer service
- Work well without supervision
- Work well under pressure
- Work cooperatively with any age group