



# RESUME BUILDER

Include every day 'soft skills'  
to help boost your employability

## RESILIENCE

- Learn from your mistakes
- Remain positive under pressure
- Overcome obstacles and setbacks

## INITIATIVE

- Demonstrate self-motivation
- Anticipate needs and act accordingly
- Going above and beyond expectations

## INNOVATION

- Always looking to improve
- Generate new ideas and solutions
- Embrace change with an open-mind

## TEAMWORK

- Build trust and camaraderie
- Support others in your team
- Respect diverse perspectives

## LEADERSHIP

- Delegate tasks effectively
- Make tough decisions confidently
- Teach, motivate, and inspire others

## ADAPTABILITY / FLEXIBILITY

- Adjust to new situations quickly
- Adapt plans as circumstances evolve
- Remain open to different approaches

## COMMUNICATION

- Articulate thoughts effectively
- Express ideas clearly and concisely
- Attentive listening and engaging dialogue

## PROBLEM SOLVING / DECISION MAKING

- Analyse situations critically
- Formulate strategic solutions
- Identify the main cause of issues

## PLANNING / ORGANISATION

- Set achievable goals
- Create structured workflows
- Manage time and prioritise tasks

## SAFETY AWARENESS

- Prioritise personal and others' safety
- Identify potential hazards proactively
- Respond to emergencies appropriately

Top tip: use examples from home, school, sport, or club  
in your resume and job interviews!

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