

# GENERAL SKILLS YOU SHOULD POLISH TO SUCCEED



*What you don't know will hurt you. Here are the skills you need to sharpen to stand out in the workplace.*

Sources: Lifehack, Forbes

## ORGANIZATIONAL SKILLS

You'll be more responsible, timely, and neat.

## COMMUNICATION SKILLS

Communicating is a part of every professional's life. The better you are at conversing, the more impressive you become.

## DECISION-MAKING SKILLS

Not everyone is cut out to make important decisions; the few people who are, they're usually seen as better leaders and role models.

## CRITICAL THINKING SKILLS

A person who can think quickly on his/her feet is an asset to any company or organization.

## EMOTIONAL INTELLIGENCE SKILLS

An impressive IQ is no longer enough. Being emotionally intelligent is now equally important.

## RESEARCH AND ANALYSIS SKILLS

Digging deep on a subject and analyzing facts with a critical eye are very important skills anyone in any field must develop.

## SELF-MANAGEMENT SKILLS

Focus and self-discipline are essential to enhance skills in negotiation, networking, and so on.

## TEAMWORK SKILLS

The ability to work with anyone and everyone in harmony is deeply valued in any workplace.

## LEADERSHIP SKILLS

Empower, inspire, and motivate others to earn their loyalty, respect, and friendship.

## WRITING SKILLS

Be able to organize thoughts in a coherent form to relay messages to your audience effectively.

You're not born proficient with these skills. But when you develop them one-by-one, you will get on the right track and succeed. Once you mastered these, add it to your curriculum vitae to earn extra points. Seek the help of our professional resume writers to make the most out of your career.