



LIST OF TOP SOFT SKILLS

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- 1. Communication**  
Listening to others, sharing opinions, giving and following directions
- 2. Interpersonal Skills**  
Working in teams, patience, offering help, managing conflict
- 3. Adaptability**  
Adapting to change, learning new tasks and information
- 4. Organization**  
Planning, keeping things in order, prioritizing
- 5. Problem Solving**  
Reasoning, thinking creatively, teamwork, using information and resources
- 6. Strong Work Ethic**  
Takes initiative, dependable, completes tasks
- 7. Timeliness**  
Being on time, meeting deadlines

5.5 (INTERMEDIATE)

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