



Ka-Trabaho Komunity

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List of Soft Skills You Can Learn by Work/Job Industry

How to Use This PDF

This guide helps you match soft skills to the industry you want to work in. Each industry lists the key skills employers value most, so you can focus on learning what matters.

Industry	Soft Skills You Can Learn
Customer Service & BPO	Communication Skills, Problem-Solving, Empathy & Patience, Adaptability to Shifting Schedules, Multitasking, Cultural Awareness, Time Management
Education & Tutoring	Public Speaking, Active Listening, Creativity in Lesson Delivery, Patience, Classroom Management, Conflict Resolution, Emotional Intelligence
Healthcare & Allied Services	Empathy & Compassion, Attention to Detail, Stress Management, Critical Thinking, Team Collaboration, Time Management, Adaptability in High-Pressure Situations
Sales & Retail	Persuasion & Negotiation, Customer Relationship Management, Product Knowledge Retention, Confidence in Presentation, Time Management, Problem-Solving for Customer Concerns, Resilience in Rejection
Marketing & Advertising	Creativity, Storytelling Skills, Presentation Skills, Data Interpretation, Networking, Strategic Thinking, Collaboration
IT & Tech Support	Analytical Thinking, Problem-Solving, Technical Communication, Time Management, Attention to Detail, Patience with Clients, Adaptability to New Tools
Hospitality & Tourism	Guest Relations, Cross-Cultural Communication, Problem-Solving, Multitasking, Time Management, Flexibility in Work Hours, Teamwork
Government & Public Service	Public Speaking, Active Listening, Problem-Solving for Public Concerns, Report Writing, Conflict Mediation, Adaptability to Policy Changes, Collaboration Across Departments

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Media & Creative Arts	Creativity & Innovation, Storytelling, Adaptability to Trends, Collaboration, Time Management for Deadlines, Self-Motivation, Critical Thinking
Construction & Skilled Trades	Team Collaboration, Problem-Solving in Unexpected Situations, Safety Awareness, Time Management, Communication for On-Site Coordination, Adaptability to Site Conditions, Work Ethic & Reliability
Finance & Banking	Analytical Thinking, Attention to Detail, Problem-Solving, Confidentiality & Ethics, Time Management, Negotiation Skills, Customer Service
Logistics & Supply Chain	Planning & Organization, Time Management, Problem-Solving for Delivery Issues, Communication Across Teams, Adaptability to Unexpected Delays, Negotiation Skills, Coordination
Manufacturing & Production	Attention to Detail, Team Collaboration, Time Management, Problem-Solving for Production Errors, Work Ethic & Reliability, Adaptability to New Processes, Safety Awareness
Agriculture & Agribusiness	Problem-Solving, Adaptability to Weather or Market Changes, Planning & Organization, Time Management, Negotiation Skills, Collaboration with Suppliers/Buyers, Patience & Persistence
Non-Profit & Community Development	Empathy & Compassion, Public Speaking, Fundraising & Persuasion Skills, Collaboration Across Sectors, Problem-Solving for Community Issues, Adaptability to Resource Limitations, Conflict Resolution
Legal & Administrative Support	Attention to Detail, Confidentiality & Discretion, Time Management, Communication Skills (Written & Verbal), Organization Skills, Problem-Solving for Client Concerns, Research Skills
Freelancing & Remote Work	Self-Motivation, Time Management, Communication Skills (Written & Video), Adaptability to Client Needs, Negotiation Skills, Critical Thinking, Networking Skills
Science & Research	Analytical Thinking, Attention to Detail, Problem-Solving, Collaboration Across Research Teams, Time Management for Projects, Adaptability to New Findings, Critical Thinking

You can also use this Soft Skills Progress Tracker to improve your skills. You just need to update weekly to monitor your growth and identify areas for improvement.

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