

Our **interpersonal skills list** will show you those most desired by employers, give examples of how each is especially valuable in certain industries, and suggest some effective ways to showcase them in your resume and cover letter.

Interpersonal Skills

Definition

So what are interpersonal skills and why are they important? Before we get to examples, it is essential to first define interpersonal skills.

Interpersonal skills are **the qualities and behaviors we exhibit while interacting with other people**. They are considered to be one of the most sought after types of **soft skill**.

We demonstrate them whenever we engage in any kind of verbal or nonverbal communication. In fact, qualities as basic as body language and attitude toward others **greatly affect our chances of excelling at work**.



Strong interpersonal skills are a key indicator of success in a working environment, as benefits include the ability to cooperate with teammates to solve difficult problems, as well as simply enhancing your popularity around the office.

On the other hand, lacking them might lead to conflicts with colleagues or management and cause others to see you as a hindrance to getting the job done.

When applying for a position, consider what interpersonal skills are necessary in your target role and industry. You then need to make every effort to match those requirements with demonstrated examples from your own experiences.

After all, employers are not only looking for a candidate with the right credentials, but also one who will fit in with the culture of the company and contribute to its growth.

Here are **10 of the most effective interpersonal skills examples** to consider as you get started in building your perfect resume.

Interpersonal Skills List

1. Emotional Intelligence

Emotional intelligence refers to the ability to keep one's emotions under control and navigate social situations

ability to keep one's emotions under control and navigate social situations with composure. This is an essential skill in any workplace, as **we spend a sizable percentage of our life at work** and naturally want to be surrounded with emotionally stable and considerate colleagues throughout that time.

Employers are looking for individuals who can keep calm under pressure and avoid pushing their personal frustration onto others. This is **invaluable in any position that requires teamwork or communication between colleagues.**

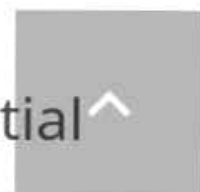
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For example, project managers must coordinate with coworkers and propose solutions to whatever problems may surface on a daily basis. If the project manager is prone to emotional outbursts in the face of difficulties, he or she may lose the trust of the other project members.

Similarly, a project manager who frequently blames and criticizes others will create a hostile working environment where employees might begin to feel demotivated and seek to avoid responsibility – which is ultimately a detriment to the entire company.

2. Communication

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Communication is a quintessential interpersonal skill that must be demonstrated to potential employers. Hiring managers are looking for individuals who can clearly articulate complex ideas to others.

Any job that involves team-based collaboration, or deals directly with customers or clients, requires both verbal and non-verbal communication abilities. **Effective body language and eye contact are just as important** as the words you use to express your thoughts.

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While strong communication is necessary in all industries, sales roles **require a wider range of interpersonal communication skills** than most. To sell a product to customers, they must be convinced that the product is not only high quality, but also something that they need.

One of the best ways to display your communication prowess during the application process is to create a well-written and compelling **cover letter**.

3. Reliability

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to the end. Simply being on time for work everyday **puts you on the fast track for promotion**, and always fulfilling promises is a key way to earn social capital in the workplace.

Although reliability is a beneficial interpersonal skill for any job, it has added value for tradespeople in industries such as plumbing or construction. Arriving on time and completing high quality work goes a long way in overcoming common negative stereotypes and earning a solid reputation.

Few other industries benefit as much from recommendations and positive word-of-mouth between friends and neighbors.



4. Leadership

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Leadership is an interpersonal skill that sets candidates apart from their peers.

Employers are looking for motivated and **capable workers who can inspire others and take charge when work needs to be finished.**

Leadership involves not only giving orders and making an operational plan for the company, but also getting the most out of every employee and helping everyone feel like they are making valuable contributions to the organization.

Effective leadership requires self-confidence and vision, not to mention a healthy dose of communication abilities.

Executives and top management in

Executives and top management in industries such as finance and business services have a large say in the direction and range of activities that a company will pursue. It is also essential that top management not merely give orders, but also provide an example for all employees to follow.

For a list of specific examples of leadership abilities check out our [soft skills list](#) for resumes.

5. Positivity

Candidates and employees who demonstrate positivity are much more likely to find success in a position and be well-liked at the company.

Positivity is especially important for administrative assistants such as secretaries, because maintaining a cheerful attitude is **valuable in helping others keep stress levels down and in generating a feeling of optimism throughout the office.**

It pays for individuals in such a supporting role to be conscious of workplace morale and to approach otherwise stressful situations with a reliably calm and upbeat attitude.

6. Negotiation

Negotiation is not only the act of buying or selling goods, but **any interaction in which two or more people engage in a discussion in an attempt to come to a shared agreement.**

Interpersonal communication skills naturally play a large role here, but critical thinking and problem solving are also keys to finding the best solution available to satisfy all parties.

The recruitment consultant industry is one where the art of negotiation takes on an extra level of significance. A recruitment consultant must convince both the client firm and the job candidate that the other party is suitable for them.

Add in overseeing salary and benefits discussions on both sides, and it's obvious that the life of a recruitment consultant is filled with opportunities to flex the negotiation muscles.



7. Openness to Feedback

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No company wants an arrogant or unteachable employee, so it's great to show a willingness to receive feedback and use it to grow.

A professional mindset calls for suppressing one's ego and focusing on the objective requirements for an assignment or project. As a result, **individuals who accept constructive criticism have a better chance of coming out on top in the long run.**

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Managers will have a certain image in mind about how investment products should be described and marketed to potential investors. Employees who can swallow their pride and make the changes required to satisfy upper management will earn a much better reputation than those who ardently defend their first drafts and sulk when they are called upon to make revisions.

It's not just important to be open to feedback, you also need to be skilled at applying that feedback to yield desirable results

8. Empathy

People at work gravitate towards those who are capable of showing empathy and taking actions consistent with an understanding of how others feel.

Empathy can be displayed at work in a variety of ways. For example, you could lend an ear to a colleague experiencing problems in the company or, support a project when an unforeseen difficulty strikes.

Empathy is especially welcomed in teaching, as it has been directly tied to **fostering an emotionally supportive learning environment** and **reducing student misbehavior**.



Teachers who can show understanding

Teachers who can show understanding and compassion to students serve as the best kind of role models. In addition, creating an environment where all students feel comfortable sharing their thoughts and being treated seriously cultivates both critical thinking and a feeling of self-worth.

9. Teamwork

Teamwork is another great interpersonal skill to have in your repertoire. Modern workplaces often require employees to rely on each other in some capacity and be willing to support others when called upon.

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Effective teamwork involves **knowing when leadership is required** and **when it's okay to stand back and be a supportive project member**. As such, a good team player will also possess a slew of interpersonal skills already mentioned in this list, including emotional intelligence, communication, and negotiation.

Candidates should put extra focus on their capacity for teamwork if applying for a role in an industry like software development, which requires a large number of people to work together to complete a single project.

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While it may seem that only programming or other technical skills are required, any given individual might only work on a small piece of the overall project. As a result, extensive teamwork is required to deliver a high-quality finished product that is visually consistent and feels complete from beginning to end.

Use the word “we” instead of “I” when describing certain accomplishments in your cover letter to emphasize a team-minded attitude in your job application

10. Active Listening

It's easier to demonstrate being a good listener during a face-to-face interview, but it's still valuable to show your

Being open to the ideas of others will lead to an environment where all employees feel free to share their thoughts. In addition, **actively listening enables you to clearly understand** all instructions and thus deliver work that satisfies requirements.

For example, a strong listening ability is especially beneficial in the customer service industry. Understanding and delivering what customers want is the most basic demonstration of active listening, but positions in call centers might also require customer service representatives to diagnose a problem that even the customer is not aware of.

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Only through deeply focused listening can the customer service representative understand the problem well enough to offer appropriate solutions.

