

Veteran Skills

1. Flexibility
2. Adaptability
3. Resilience
4. Teamwork
5. Collaboration
6. Project Management
7. Planning
8. Execution
9. Commitment
10. Responsibility
11. Delegation
12. Time Management
13. Decision-Making
14. Problem Solving

Swap military jargon with universally understood words using this easy tool.

Military

- Commander
- Executive Officer
- Field Grade Officer
- Company Grade Officer
- Warrant Officer
- Senior NCO
- Infantry
- First Sergeant / Senior Enlisted Leader
- Squad Leader / Lead Petty Officer
- Supply Sergeant / Logistics Specialist / Material Manager
- Operations NCO

Business

- Director or Senior Manager
- Deputy Director
- Executive or Manager
- Operations Manager or Section Manager
- Technical Specialist or Department Manager
- First-Line Supervisor
- Security Force
- Personnel Manager
- Team Leader or Team Chief
- Supply Manager or Logistics Manager
- Operations Supervisor / Operations Leader

Military

- AI
- Combat
- Company or squadron or wing
- Medal
- Military personnel office
- Mission
- Military occupation specialty /classification
- Squad or platoon or flight
- Reconnaissance or ISR
- Regulations
- Security clearance
- Service members
- Subordinates
- TAD or TDY

Business

- Additionally skilled in
- Hazardous conditions
- Company, department or section
- Award
- Human resources
- Task / function /objective – continuous operations
- Career specialty or career field
- Team or section
- Data collection and analysis
- Policy or guidelines
- Ability to manage sensitive data
- Employees
- Employees or direct reports
- Business trip

Hard skills refer to the technical knowledge or training you have gotten through experience. They are specific and essential to each job and are used for completing your tasks.

Hard Skills Include (& Examples):

- **Machinery skills** - operating a road roller, operating a PoS, pallet-stacker, forklift, etc.
- **Software skills** - Adobe Creative Suite, Ableton Live Suite
- **Tools** - SEM Marketing, Stethoscope, Google Analytics, Google Search Console, ERP systems, CRMs
- **Languages** - French, Spanish
- **Coding Languages** - Python, C++, C#, Java, Scala, R
- **Techniques** - Frequency analysis, Crystallization
- **Mathematics**
- **Accounting & bookkeeping**
- And just about any task-specific skill

Soft skills, on the other hand, are attributes and habits that describe how you work individually or with others. They are not specific to a job, but indirectly help you adapt to the work environment and company culture.

Some of the most in-demand soft skills are:

- Effective communication
- Teamwork
- Responsibility
- Creativity
- Problem-solving
- Leadership
- Extroversion
- People skills
- Openness
- Adaptability

Most in-demand soft skills for any industry or field:

1. Time management
2. Effective communication
3. Emotional intelligence
4. Conflict management
5. Teamwork skills
6. Stress management
7. Problem-solving
8. Productivity & organization
9. Critical thinking
10. Attention to detail
11. Adaptability

Examples of Management Skills

1. Six Sigma techniques
2. Emotional Intelligence
3. Dealing with work-related stress
4. Motivation
5. Task delegation
6. Technological savviness
7. People management
8. Business Development
9. Strategic Management
10. Negotiation
11. Planning
12. Proposal writing
13. Problem-solving
14. Innovation
15. Charisma