

Below is a list of the most important teamwork skills that employers seek in candidates. Develop these skills and emphasize them in job applications, resumes, cover letters, and interviews.

Communication

Being a good team member means clearly communicating your ideas with the group. You must be able to convey information via phone, email, and in person. You want to make sure your tone is always professional but friendly. Both verbal and nonverbal communication are important when working within a group setting.

- Advising
- Collaboration
- Contributing
- Coordination
- Creativity
- Creative Thinking
- Give Feedback
- Goal Setting
- Guidance
- Influencing
- Language
- Management
- Persuading
- Research
- Team Management
- Teaching
- Verbal Communication
- Visual Communication
- Written Communication

Conflict Management

An important teamwork skill is being able to mediate problems between team members. You need to be able to negotiate with your team members to settle disputes and make sure everyone is happy with the team's choices.

- Collaborative
- Conflict Management
- Cooperation
- Critical Thinking
- Defining Problems
- Empathy
- Flexibility
- High Emotional Intelligence
- Leadership
- Listening
- Logic
- Logical Argument
- Logical Thinking
- Mediation
- Negotiating
- Problem Solving
- Team Building
- Team Building Activities

Listening

Another important part of communication is listening. You must be able to listen to the ideas and concerns of your peers in order to be an effective team member. By asking questions for clarification, demonstrating concern, and using nonverbal cues, you can show your team that you care and that you understand their ideas or concerns.

- Active Listening
- Ask Clarifying Questions
- Attentive
- Critical Thinking
- Eye Contact
- Give Feedback
- Group Decision Making
- Hearing Concerns
- Interpreting
- Listening
- Nonverbal Communication
- Open Mind
- Patience
- Relaxed
- Receive Feedback
- Summarize

Reliability

You want to be a reliable team member so that your coworkers can trust you with time-sensitive tasks and company information. Make sure you stick to deadlines and complete any assigned work. This will help you gain your colleagues' trust.

- Commitment
- Community Building
- Confidence
- Confidence Building
- Dependability
- Flexibility
- Helpfulness
- Honesty
- Leadership
- Multitasking
- Participation
- Perform Tasks
- Responsibility
- Team Oriented
- Task Management
- Trust

Respectfulness

People will be more open to communicating with you if you convey respect for them and their ideas. Simple actions like using a person's name, making eye contact, and actively listening when a person speaks will make your team members feel appreciated.

- Acknowledging Others
- Encouragement
- Expanding Ideas
- Interpersonal
- Motivation
- Opinion Exchange
- Oral Communication
- Patience
- Positive Attitude
- Relationship Building
- Sharing Credit
- Support
- Team Player
- Tact
- Understanding Feelings

More Teamwork Skills

Here are additional teamwork skills for resumes, cover letters, job applications, and interviews. Required skills will vary based on the job for which you're applying, so also review our list of skills listed by job and type of skill.

- Ability to Build Rapport
- Accountability
- Creative
- Decision Making
- Delegating
- Encouraging
- Influential
- Innovative
- Instinctual
- Organizing
- Persuasive
- Project Management
- Project Planning
- Receiving Feedback
- Presentation
- Respect
- Self-Awareness
- Supportive
- Time Management
- Trustworthy