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Useful skills that will come in handy in any job.

What will I be when I grow up? Somebody has already found the answer to this question and somebody is just in search of their own way. A certain set of abilities, skills and knowledge is needed in any profession. Nevertheless, there're all-purpose skills that you will be able to apply in completely any field.

- Ability to express your thoughts orally and in writing. This skill will assist you both with recruitment and everyday communication with co-workers and management. It's developed by regular practice: by preparing reports, making presentations at school and university. You can attend public speaking or business correspondence courses, you can learn from videos of good speakers.

- Ability to make useful contacts or networking. It will help you with successful career advancement, with growth both personally and professionally. Indeed, having a lot of good contacts can make your professional and private life much easier. You can start developing this skill with your social networks: make your personal page easy to understand who you are and what you do. Mark the key-words to let your like-minded people find you and let you find them.



- Time management skill.

The ability to manage your time reasonably and establish priorities in business is valuable for any job. Thus, you can not only increase your working efficiency but make the time for a rest and free your day from unnecessary things. This ability is developed by keeping a planner, making plans for a day or a week. Try to divide important things into small tasks — and you'll be amazed how easily you'll carry them out.

- Ability to adapt to the new and unknown.

The fast adaptation skill will help you to get used to your new job and unfamiliar people in a team quickly, analyse the situation properly and generate the correct strategy of your behaviour. You can improve it with practice: make contacts with strangers, keep a positive attitude in unclear situations and be friendly to other people.

- Ability to think outside the box.

Creativity will help you to derogate from typical models of solutions, to find the way out quickly and generate unusual ideas. You can improve it by broadening your horizons and doing creative hobbies.