

## **What it means to be a “professional”**

According to employers and career service professionals, the following traits, often called “soft skills” are ones that are deemed important for a student to have when entering the workforce. Although some of these traits can be perfected and enhanced over time, it is essential for a student to have these basic professional traits upon entering into a career. Success in life and business is based on soft skills. No matter how smart you are, or how many degrees you have earned, you need a solid set of soft skills in order to be successful.

### **Professional traits are:**

- Punctuality
- Initiative
- Flexibility
- Customer Service
- Critical thinking
- Effective communicate skills-verbally and in writing
- Ability to follow through to solve problems
- Appropriate dress
- Basic technological aptitude
- Demonstrated leadership
- Coachability
- Ability to work independently, as well as part of a team
- Ability to get along with co-workers
- Ability to resolve conflict
- Willingness to ask and receive performance feedback
- Integrity
- Honesty
- Positive attitude
- Good work ethic