**Teamwork**

Candidates with strong teamwork skills are sought out by employers for many reasons—they demonstrate leadership, collaboration, and good communication, among other things. Employers expect employees to be team players. Teamwork is required for almost every industry, ranging from business solutions to information technology to food services.

This is true even if it seems like your job is best suited for an independent worker. You may perform the bulk of your job duties alone, but you should be able to think of your work in the context of the company’s broader goals and communicate your accomplishments to other people within the organization.

**What Are Teamwork Skills?**

Regardless of your role, you need to be able to work well with others and convey your teamwork skills to hiring managers, recruiters, and prospective employers. Scan any job listing, and you’ll see that even ads that seek “self-starters” also inevitably use the phrase “team player.” Those who have teamwork skills like communication and a positive attitude can help a team be more productive.

**Types of Teamwork Skills**

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. [Make sure to emphasize the specific skills that are mentioned in your job description](https://www.thebalancecareers.com/how-to-match-your-qualifications-to-a-job-2060941), but feel free to round out your application by mentioning others that may apply.

To give your examples maximum impact, try to include quantifiable statistics like numbers, percentages, or dollar figures. This data can show the tangible results of your efforts.

**Communication**

Being a good team member means clearly [communicating](https://www.thebalancecareers.com/communication-skills-list-2063737) 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](https://www.thebalancecareers.com/nonverbal-communication-skills-2059693) are important when working within a group setting.

* Advising
* [Collaboration](https://www.thebalancecareers.com/collaboration-skills-with-examples-2059686)
* Contributing
* Coordination
* Creativity
* [Creative Thinking](https://www.thebalancecareers.com/creative-thinking-definition-with-examples-2063744)
* Give Feedback
* Goal Setting
* Guidance
* Influencing
* Language
* [Management](https://www.thebalancecareers.com/management-skills-4161686)
* Persuading
* Research
* Team Management
* Teaching
* Verbal Communication
* Visual Communication
* [Written Communication](https://www.thebalancecareers.com/writing-and-editing-skills-list-2063778)

**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](https://www.thebalancecareers.com/conflict-resolutions-skills-2063739)
* Cooperation
* Critical Thinking
* Defining Problems
* Empathy
* Flexibility
* High Emotional Intelligence
* Leadership
* Listening
* Logic
* Logical Argument
* [Logical Thinking](https://www.thebalancecareers.com/logical-thinking-definition-with-examples-2059690)
* Mediation
* [Negotiating](https://www.thebalancecareers.com/negotiation-skills-list-2063760)
* [Problem Solving](https://www.thebalancecareers.com/problem-solving-skills-with-examples-2063764)
* [Team Building](https://www.thebalancecareers.com/list-of-team-building-skills-2063772)
* Team Building Activities

**Listening**

Another important part of communication is[listening](https://www.thebalancecareers.com/active-listening-skills-with-examples-2059684). 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](https://www.thebalancecareers.com/active-listening-skills-with-examples-2059684)
* Ask Clarifying Questions
* Attentive
* [Critical Thinking](https://www.thebalancecareers.com/critical-thinking-definition-with-examples-2063745)
* Eye Contact
* Give Feedback
* Group Decision Making
* Hearing Concerns
* Interpreting
* [Listening](https://www.thebalancecareers.com/types-of-listening-skills-with-examples-2063759)
* [Nonverbal Communication](https://www.thebalancecareers.com/nonverbal-communication-skills-2059693)
* 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](https://www.thebalancecareers.com/leadership-skills-list-2063757)
* [Multitasking](https://www.thebalancecareers.com/multitasking-skills-with-examples-2059692)
* 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](https://www.thebalancecareers.com/interpersonal-skills-list-2063724)
* [Motivation](https://www.thebalancecareers.com/motivational-skills-with-examples-2059691)
* Opinion Exchange
* Oral Communication
* Patience
* Positive Attitude
* Relationship Building
* Sharing Credit
* Support
* [Team Player](https://www.thebalancecareers.com/how-do-you-feel-about-working-on-a-team-2064067)
* 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](https://www.thebalancecareers.com/skills-listed-by-job-4161913)[and type of skill](https://www.thebalancecareers.com/list-of-the-best-skills-for-resumes-2062422).

* 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