



Here are the 10 skills employers say they seek, in order of importance:

- 1. Ability to work in a team**— in today’s work environment, many jobs involve working in one or more groups. Employers want someone who can bring out the best in others.
- 2. Ability to make decisions and solve problems**— employers want people who can use creativity, reasoning and past experiences to identify and solve problems effectively.
- 3. Ability to plan, organize and prioritize work**— the ability to plan and manage multiple assignments and tasks, set priorities and adapt to changing conditions and work assignments.
- 4. Ability to communicate verbally with people inside and outside an organization**— listening, speaking and writing. Employers want people who can accurately interpret what others are saying and organize and express their thoughts clearly.
- 5. Interpersonal effectiveness** — Employers usually note whether an employee can relate to co-workers and build relationships with others in the organization.
- 6. Ability to obtain and process information and to analyze quantitative data**— although most jobs don’t require calculus, almost all jobs require the ability to read and comprehend instructions and perform basic math.
- 7. Technical knowledge related to the job and learning skills** — jobs are constantly changing and evolving, and employers want people who can grow and learn as changes come.
- 8. Proficiency with computer software programs**— although employers expect to provide training on job-specific software, they also expect employees to be proficient with basic computer skills.
- 9. Ability to create and/or edit written reports**— being able to read and comprehend qualitative information and utilize this information in a clearly written report as well as editing other written documents.
- 10. Strong work values** — Dependability, honesty, self-confidence and a positive attitude are prized qualities in any profession. Employers look for personal integrity.

The good news for grads:

No matter what you have studied in school, whether anthropology or computer science, you will have had to learn the top five skills on the list. The trick is to demonstrate that you have those skills through your cover letter, resume, and interview. Think about class projects where you have been a team member or leader and jobs where you have had to plan and prioritize. *Describe those skills specifically in your resume and cover letter.*