

## Top 10 Skills Most Sought After by Employers

**Communications Skills (listening, verbal, written).** By far, the one skill mentioned most often by employers is the ability to listen, write, and speak effectively. Successful communication is critical in business.

*Sample bullet point describing this skill:*

- Exceptional listener and communicator who effectively conveys information verbally and in writing.

**Analytical/Research Skills.** Deals with your ability to assess a situation, seek multiple perspectives, gather more information if necessary, and identify key issues that need to be addressed.

*Sample bullet point describing this skill:*

- Highly analytical thinking with demonstrated talent for identifying, scrutinizing, improving, and streamlining complex work processes.

**Computer/Technical Literacy.** Almost all jobs now require some basic understanding of computer hardware and software, especially word processing, spreadsheets, and email.

*Sample bullet point describing this skill:*

- Computer-literate performer with extensive software proficiency covering wide variety of applications.

**Flexibility/Adaptability/Managing Multiple Priorities.** Deals with your ability to manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments.

*Sample bullet point describing this skill:*

- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.

**Interpersonal Abilities.** The ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers is essential given the amount of time spent at work each day.

*Sample bullet point describing this skill:*

- Proven relationship-builder with unsurpassed interpersonal skills.

**Leadership/Management Skills.** While there is some debate about whether leadership is something people are born with, these skills deal with your ability to take charge and manage your co-workers.

*Sample bullet point describing this skill:*

- Goal-driven leader who maintains a productive climate and confidently motivates, mobilizes, and coaches employees to meet high performance standards.

**Multicultural Sensitivity/Awareness.** There is possibly no bigger issue in the workplace than diversity, and job-seekers must demonstrate a sensitivity and awareness to other people and cultures.

*Sample bullet point describing this skill:*

- Personable professional whose strengths include cultural sensitivity and an ability to build rapport with a diverse workforce in multicultural settings.

**Planning/Organizing.** Deals with your ability to design, plan, organize, and implement projects and tasks within an allotted timeframe. Also involves goal-setting.

*Sample bullet point describing this skill:*

- Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation.

**Problem-Solving/Reasoning/Creativity.** Involves the ability to find solutions to problems using your creativity, reasoning, and past experiences along with the available information and resources.

*Sample bullet point describing this skill:*

- Innovative problem-solver who can generate workable solutions and resolve complaints.

**Teamwork.** Because so many jobs involve working in one or more work-groups, you must have the ability to work with others in a professional manner while attempting to achieve a common goal.

*Sample bullet point describing this skill:*

- Resourceful team player who excels at building trusting relationships with customers and colleagues.