

The Top 10 Skills Employers Want

What skills are employers looking for?

Their top 10 list may surprise you.

All of the skills and qualities on employers' most-wanted list are the transferable "soft" skills workers use in every position, every industry and on every job, temporary and permanent. The National Association of Colleges and Employers has surveyed employers on this question for nearly a decade, and their list of skills and qualities remains virtually the same.

The Top 10:

- Verbal and written communication skills
- Honesty and integrity
- Interpersonal skills
- Teamwork skills
- Strong work ethic
- Motivation and initiative
- Flexibility and adaptability
- Computer skills
- Analytical skills
- Organizational skills

Marshal Your Resources

Now that you know what employers are looking for, it's time for some self-assessment. Start by making a list of the main tasks you perform in your current and/or most recent position. Then, identify the skills from the employers' Top 10 that you used to accomplish each task. Finally, evaluate these skills. Which skills are your strongest, and do you need to improve on any skills? The good news is that you can practice and build these transferable skills at work, at home, in hobbies, sports and everyday life experiences.

Showcase Your Skills

Look for ways to demonstrate you have the skills employers want at every point of contact in the job search: your resume, your cover letter, in interviews, in your follow up, and on social networking sites. Once you find that job, continue to improve on them. And, be sure your manager knows you have what it takes to succeed.

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