

TOP SKILLS SOUGHT BY EMPLOYERS AND WAYS TO DEMONSTRATE THOSE SKILLS TO EMPLOYERS

Many employers look for multiple skills from their potential employees and seek various avenues from which they have obtained those skills. The behavioral interview format is the most common way to carry out employment interviews today; therefore it is essential for people to be able to demonstrate the specific skills employers are looking for through their own real-life experiences and examples.

According to the Minnesota Job Outlook Survey and National Association of Colleges and Employers, below is a list of top skills employers look for. Each skill is then followed by some examples of ways to acquire those specific skills throughout your college experience. Avenues through which you could gain this experience include **part-time, full-time, or summer work; internships**, which are the number one experience employers look for; **clubs or extracurricular activities** on campus in which leadership experiences are available; **volunteer experiences**; and **classroom/educational experiences** which include practices in group work, public speaking, and critical thinking.

Communication skills: The ability to write and speak effectively in public and with others.

- As a salesperson, helping customers feel comfortable and welcome along with building positive relationships.
- As a student worker for Student Life and Development, lead campus tours and acted as a master of ceremonies for many student events.
- As a member of the student debate team, performed 10 debates each semester for four years in front of audiences as large as 100 people.
- Took a course in public speaking and had to write four speeches on multiple topics and perform two of the four speeches in front of a classroom of 30 students in a semester.
- As a writer for the University Chronicle, have written 6 individual articles, aided in writing 3 group articles, and helped to organize the sections of the paper by considering students' interests.

Honesty/Integrity: The commitment to and respect for the rules and core values of the organization, setting an example of true professionalism.

- Be certain that all information on your resume is current and accurate. Be able to prove/ give examples of work you've done. For example, if listed "active member" of a club, be able to give examples of things you've done for the club. All employment information should be correct including dates as employers may do background checks. Finally be honest and open throughout the entire interview process.

Teamwork skills: The ability to work with others in a professional manner to achieve a common goal.

- Participated in team sports, musicals, and clubs with direct teamwork experiences
- Through my education, have had many experiences working on group projects and presentations
- As a server for Granite City, learned to work effectively with managers, cooks, and other servers to help the restaurant process run smoothly.
- Volunteer experience at multiple soup kitchens where teamwork was necessary in order to get the job done efficiently and effectively.

Strong work ethic: Works until the problem is solved and gets the job done right all while loving what they do.

- Demonstrated in education by accomplishing goals and the ability to finish work with promptness and precision.
- Throughout work experiences, have been commended for getting work done in a timely manner and with great thoroughness.
- As a customer service representative, developed the ability to stay positive and enthusiastic in order to handle situations in effective and constructive ways.

Analytical skills: The ability to assess a situation, seek multiple perspectives, and solve problems.

- As a member of the Husky Forensics Team, learned to think on my feet, became a critical thinker, and solved problems productively
- Through coursework in Psychology (or any other related major), became skilled in solving problems effectively using creative and original solutions.

Flexibility/adaptability: The ability to manage multiple tasks, set priorities, and adapt to changing conditions.

- By working 20 hours per week while attending school, have become skilled in effectively prioritizing schedules and juggling multiple projects and tasks.
- Flexible team player who deals well with change and is receptive to new situations and ideas through coursework and internship experience.

Interpersonal skills: The ability to effectively relate to coworkers, inspire others to participate, and alleviate conflict between coworkers.

- Highly successful in dealing with conflict among people through experiences in leadership positions.
- Excellent communications skills and abilities to effectively establish relationships with others proven through experiences in customer service.

Motivation/Initiative: The ability to be creative and demonstrate passion and a drive to translate ideas into action.

- Throughout my work in campus recreation, have acquired the ability to be energetic and enthusiastic in order to promote innovative ideas and events.
- As a captain for the track team on campus, constantly motivated the team during practices and meets and adopted a strong leadership position in order to accomplish our goal of a successful season.

Computer skills: Familiarity with business computer applications such as word processing, spreadsheets, data management, and presentation software.

- As a member of the University Program Board, used Excel to create and maintain the club's budget and constructed many PowerPoint presentations for event promotions.
- Designed and maintained a website for Big Brothers/Big Sisters of Central MN for four years while volunteering in the program and continuously supporting their work.

Detail-oriented: Ability to follow procedures accurately and complete all details of tasks with careful attention.

- Ability to pay attention to details and check for accuracy in newspaper articles through my work as a copy editor for the University Chronicle.
- Acquired the talent to be detail-oriented and organized throughout my work as a housekeeper while continuously performing routine tasks with preciseness and care.