

Top Skills Employers Seek

(804) 289-8547 | careerservices.richmond.edu

Office Hours: M-F, 8:30 a.m. to 5 p.m. | Walk-in Hours: M-F, 2 to 4 p.m.



Alumni &
Career Services

TOP 10 QUALITIES EMPLOYERS SEEK

1. Teamwork skills (4.60)
2. Verbal communication skills with persons inside and outside the organization (4.59)
3. Decision-making and problem solving (4.49)
4. Ability to obtain and process information (4.46)
5. Planning, organizing, and prioritizing work (4.45)
6. Analytical skills (4.23)
7. Technical knowledge related to the job (4.23)
8. Proficiency with computer software programs (4.04)
9. Creating and editing written reports (3.65)
10. Ability to sell and influence others (3.51)

Scores based on a 5-point scale, where 1=not important; 2=not very important; 3=somewhat important; 4=very important; and 5=extremely important

(Source: NACE Research: Job Outlook 2012)

TOP 5 SKILLS EMPLOYERS WANT

1. Verbal communication
2. Work ethic
3. Teamwork
4. Analytical skills
5. Initiative

(Source: NACE Job Outlook 2011)

A FEW WAYS TO DEVELOP THESE SKILLS AT THE UNIVERSITY OF RICHMOND

- Find an internship
- Join an organization or team
- Visit the Writing or Speech Centers and practice your communication skills
- Utilize the Technology Learning Center to learn new computer skills
- Work with Career Services to figure out other ways you can develop these skills