

Top Skills Employers Seek

(804) 289-8547 | careerservices.richmond.edu
Office Hours: M-F, 8:30 a.m. to 5 p.m. | Drop-in Hours: M-F, 2 to 4 p.m.



Alumni &
Career Services

TOP SKILLS/QUALITIES EMPLOYERS SEEK

1. Ability to verbally communicate with persons inside and outside the organization (4.63)
2. Ability to work in a team structure (4.62)
3. Ability to make decisions and solve problems (4.49)
4. Ability to plan, organize and priority work (4.41)
5. Ability to obtain and process information (4.34)
6. Ability to analyze quantitative data (4.21)
7. Technical knowledge related to the job (3.99)
8. Proficiency with computer software programs (3.86)
9. Ability to create and/or edit written reports (3.60)
10. Ability to sell or influence others (3.55)

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 2016)

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

- Engage in the classroom and practice higher level critical thinking.
- Find and complete an internship.
- Join an organization or team.
- Keep your grades up—Employers and graduate schools want candidates with good grades. Doing well academically not only proves that you have a good knowledge base, but indicates a strong work ethic.
- Visit the Center for Civic Engagement and get involved in the Richmond community outside of the University.
- Visit the Writing or Speech Centers and practice your communication skills.
- Gain an appreciation of diversity through study abroad, foreign languages, and academic courses.
- Utilize the Technology Learning Center to learn new computer skills.
- Actively explore career options and work with Career Services to figure out other ways you can develop these skills.