

Top Personal Qualities/Skills Employers Seek

From “Job Outlook 2002,” – National Association of Colleges and Employers

1. Communication skills (verbal and written)
2. Honest/Integrity
3. Teamwork skills (works well with others)
4. Interpersonal skills (relates well to others)
5. Strong work ethic
6. Motivation/initiative
7. Flexibility/adaptability
8. Analytical skills
9. Computer skills
10. Organizational skills
11. Detail oriented
12. Leadership skills
13. Self-confidence
14. Friendly/outgoing personality
15. Well-mannered/polite
16. Tactfulness
17. GPA (3.0 or better)
18. Creativity
19. Sense of humor
20. Entrepreneurial skills/risk taker