

Yellow Ribbon Program

Top Skills Employers

Look For

And How To Present Yours

Communications Skills

- Top skill mentioned most by employers
- The ability to listen, write, and speak effectively
- Successful communication is critical
- Exceptional listener and communicator who effectively conveys information verbally and in writing

Planning/Organizing

- The ability to design, plan, organize, and implement projects
- Meets deadlines
- Accomplishes Goals
- Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation

Problem- Solving/Reasoning/Creativity

- The ability to find solutions to problems
- Uses creativity, reasoning, and past experiences
- Taps into available information and resources
- Innovative problem-solver who can generate workable solutions and resolve issues

Teamwork

- Because so many jobs involve working in one or more work-groups, you must have the ability to work with others in a professional manner while attempting to achieve a common goal.
- Resourceful team player who excels at building trusting relationships with customers and colleagues

Adaptability/Flexibility

- Ability to manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments.
- Highly adaptable, mobile, positive, resilient, patient risk-taker who is open to new ideas

Honesty/Integrity/Morality

- Employers probably respect personal integrity more than any other value, especially in light of the many recent corporate scandals.
- Seasoned professional whose honesty and integrity provide for effective leadership and optimal business relationships.

Positive

Attitude/Motivation/Energy/Passion

- Applicants get hired and employees who get promoted are possess and display drive and passion
- Demonstrate enthusiasm through their words and actions
- Energetic performer consistently cited for unbridled passion for work, sunny disposition, and upbeat, positive attitude

Professionalism

- Deals with acting in a responsible and fair manner in all your personal and work activities, which is seen as a sign of maturity and self-confidence; avoid being petty.
- Conscientious go-getter who is highly organized, dedicated, and committed to professionalism.

Self-Motivated/Ability to Work With Little or No Supervision

- While teamwork is always mentioned as an important skill, so is the ability to work independently, with minimal supervision.
- Highly motivated self-starter who takes initiative with minimal supervision

Willingness to Learn

- No matter what your age, or experience, you should always be willing to learn a new skill or technique. Jobs are constantly changing and evolving, and you must show an openness to grow and learn with that change
- Enthusiastic, knowledge-hungry learner, eager to meet challenges and quickly assimilate new concepts