



[www.parkland.edu/
careercenter](http://www.parkland.edu/careercenter)



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Hours:
Monday & Thursday
8a.m. - 6p.m.
Tuesday, Wednesday,
& Friday
8a.m. - 5p.m.



2400 W. Bradley Ave.
Champaign, IL 61821
Room A175

10 Key Skills Employers Want

Keep these skills and qualities in mind as you create your resumé and approach today's competitive job market.

1. **Communication skills** that demonstrate verbal, written and listening abilities.
2. **Computer aptitude** based on the level required for the position being filled.
3. **Team-spirit** which involves working cooperatively with a variety of people and treating others with respect.
4. **Basic math and reading skills**
5. **Interpersonal skills** allowing you to relate to diverse co-workers and manage conflicts.
6. **Organizational skills** so that you can plan & complete multiple tasks in a timely fashion.
7. **Problem-solving skills** including the ability to think critically, and to identify and solve problems.
8. **Flexibility and adaptability** in order to handle change.
9. **Personal traits** such as a positive attitude, motivation, integrity, honesty, and leadership potential.
10. **Dependability and a strong work ethic!**

Visit the Career Center (room A175) for assistance with resumé, interviewing, career guidance, and occupational information.