



PARKLAND
COLLEGE

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



Phone

217.351.2219

Fax

217.373.3831



Hours:

**Monday - Friday
8a.m. - 5p.m.**



**2400 W. Bradley Ave.
Champaign, IL 61821
Room U271**

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** to handle change in the workplace.
9. **Personal traits** such as a positive attitude, motivation, integrity, honesty, and leadership potential.
10. **Dependability and a strong work ethic!**

Visit Career Services in the Counseling Center for assistance with resúés, interviewing, career guidance, and occupational information.