



8364 Shawnee College Rd
Ullin, IL 62992

Phone:
618-634-3337

Fax:
618-634-3352

Hours:
Monday-Friday
8 am to 4 pm

10 Key Skills Employers Want

Keep these skills and qualities in mind as you create your resume 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 and 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 Services Office on the main campus for assistance with resumes, interviewing, career guidance, and occupational information.