

# 14 Skills and Values Employers Seek in Jobseekers



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## Job Skills to list on your Resume

Most jobseekers wish they could unlock the secret formula to winning over employers. What, they wonder, is the magic mix of skills and values that make employers want to hire them on the spot? While each employer is looking for a unique set of skills from jobseekers for each job opening, certain skills and values are nearly universally sought by hiring managers. While technical skills will always be important, soft skills have become the most sought after skills in employment today. According to an analysis of 2.3 million LinkedIn profiles for The Wall Street Journal, nearly 58% of employees who touted stellar communication skills were hired over the course of a year, making it clear that soft skills” is more than just a buzzword in the job market these days.

The good news is that most jobseekers possess these skills to some extent. The better news is that jobseekers with weaknesses in these areas can improve their skills through training, professional development, or obtaining coaching/mentoring from someone who understands these skills. The best news is that once you understand the skills and characteristics that most employers seek, you can tailor your job-search communication your resume, cover letter, and interview language to showcase how well your background aligns with common employer requirements. We’ve curated a list of the most desirable skills and values in today’s job market and have. Included sample verbiage describing each skill; jobseekers can adapt this verbiage to their own resumes, cover letters, and interview talking points. So, what are these critical employability skills that employers demand of jobseekers? And do you possess these sought-after skills?

## **1. 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.

*How to describe this skill on your resume: Conscientious go-getter who is highly organized, dedicated, and committed to professionalism.*

## **2. Honesty and Integrity.**

Employers probably respect personal integrity more than any other value, especially in light of the many recent corporate scandals.

*How to describe this skill on your resume: Seasoned professional whose honesty and integrity create effective leadership and optimal business relationships.*

## **3. Adaptability.**

Deals with openness to new ideas and concepts, to working independently or as part of a team, and to carrying out multiple tasks or projects.

*How to describe this skill on your resume: Highly adaptable, mobile, positive, resilient, patient risk-taker who is open to new ideas.*

## **4. Problem-solving.**

Employers seek jobseekers who love what they do and will keep at it until they solve the problem and get the job done.

*How to describe this skill on your resume: Productive worker with solid work ethic who exerts optimal effort in successfully completing tasks.*

## **5. Dependability/Reliability/Responsibility.**

There's no question that all employers desire employees who will arrive to work every day" on time" and ready to work, and who will take responsibility for their actions.

*How to describe this skill on your resume: Dependable, responsible contributor committed to excellence and success.*

## **6.Loyalty.**

Employers want employees who will have a strong devotion to the company” even at times when the company is not necessarily loyal to its employees.

*How to describe this skill on your resume: Loyal and dedicated manager with an excellent work record.*

## **7.Positive Attitude/Motivation/Energy/Passion.**

The jobseekers who get hired and the employees who get promoted are the ones with drive and passion” and who demonstrate this enthusiasm through their words and actions.

*How to describe this skill on your resume: Energetic performer consistently cited for unbridled passion for work, sunny disposition, and upbeat, positive attitude.*

## **8.Self-Confidence.**

Look at it this way: if you don’t believe in yourself, in your unique mix of skills, education, and abilities, why should a prospective employer? Be confident in yourself and what you can offer employers.

*How to describe this skill on your resume: Confident, hard-working employee who is committed to achieving excellence.*

## **9.Self-Motivated/Ability to Work Without Supervision.**

While teamwork is always mentioned as an important skill, so is the ability to work independently, with minimal supervision.

*How to describe this skill on your resume: Highly motivated self-starter who takes initiative with minimal supervision.*

## **10.Willingness to Learn.**

No matter what your age, no matter how much experience you have, 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.

*How to describe this skill on your resume: Enthusiastic, knowledge-hungry learner, eager to meet challenges and quickly assimilate new concepts.*

## **11. Leadership/Management Skills.**

While there is some debate about whether leadership is something people are born with, these skills deal with your ability to take charge and manage your co-workers.

*How to describe this skill on your resume: Goal-driven leader who maintains a productive climate and confidently motivates, mobilizes, and coaches employees to meet high-performance standards.*

## **12. Multicultural Sensitivity/Awareness.**

There is possibly no bigger issue in the workplace than diversity, and jobseekers must demonstrate a sensitivity and awareness to other people and cultures.

*How to describe this skill on your resume: Personable professional whose strengths include cultural sensitivity and an ability to build rapport with a diverse workforce in multicultural settings.*

## **13. Planning and Organization.**

Deals with your ability to design, plan, organize, and implement projects and tasks within an allotted timeframe. Also, involves goal-setting.

*How to describe this skill on your resume: Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation.*

## **14. 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.

*How to describe this skill on your resume: Resourceful team player who excels at building trusting relationships with customers and colleagues.*

## **Final Thoughts on Employment Skills and Values**

Employability skills and personal values are the critical tools and traits you need to succeed in the workplace” and they are all elements that you can learn, cultivate, develop, and maintain over your lifetime. Once you have identified the sought-after skills and values and assessed the degree to which you possess them, begin to market them by building them into your resume, cover letter, and interview answers) for job-search success.