

Name: _____

Date: _____

ESSENTIAL SKILLS EMPLOYERS LOOK FOR IN EMPLOYEES

N K M W C I D W J T Z X C J A N P F P Y E F K T
O R Q Z X U M J A V I K F U P V Q T R O X C M J
I O F G D G U D H G N J A B V F A W B E A M A H
T W W A I C O B K O I B B S M X I H Z L Z Q K X
A M A Z Q B O D I R T F J K Q T S E S B I U I J
M A C Q I A Q I C J I N M E I H V E S B M T N O
R E X M P M K M E Y A K P U X E V W K I W B G B
O T I B X Z X Q U H T K X N Y X X E K G L T D S
F L R Z O F A W G T I X B K K J O V M F W B E P
N B D C T T G M A X V R O F G S P B V F X P C E
I W M M O N S W C B E G G S O I V I C G M F I C
S S E L L I D E A S O R N E W C O N C E P T S I
S G Y Q P Z H W J A B I L I T Y T O P L A N I F
E E C E Z I T I R O I R P O T Y T I L I B A O I
C D R O B T A I N I N F O R M A T I O N A O N C
O T H W O S V A I O P T U K W M R E P O G M S K
R E S N W E H N U T E I W C D O R P N N D I N N
P W R I T E A N D E D I T R E P O R T S Y N Y O
C O M M U N I C A T I O N G M U J L Y F R E C W
P J W Y O U S A G C U U O D H T G Q W P F V K L
R Y B S S G R R N M E M S D A Q W Z Y U H Z A E
J G N M A B I L I T Y T O O R G A N I Z E W M D
K U V E R E G D E L W O N K L A C I N H C E T G
A N A L Y Z E Q U A N T I T A T I V E D A T A E

SELL IDEAS OR NEW CONCEPTS

ANALYZE QUANTITATIVE DATA

WRITE AND EDIT REPORTS

JOB-SPECIFIC KNOWLEDGE

ABILITY TO PRIORITIZE

TECHNICAL KNOWLEDGE

PROCESS INFORMATION

ABILITY TO ORGANIZE

OBTAIN INFORMATION

MAKING DECISIONS

ABILITY TO PLAN

COMMUNICATION

INITIATIVE

TEAMWORK