

Top Qualities Employers Want to See on Resumes	2020
Problem-solving skills	91.2%
Ability to work in a team	86.3%
Strong work ethic	80.4%
Analytical/quantitative skills	79.4%
Communication skills (written)	77.5%
Leadership	72.5%
Communication skills (verbal)	69.6%
Initiative	69.6%
Detail-oriented	67.6%
Technical skills	65.7%
Flexibility/adaptability	62.7%
Interpersonal skills (relates well to others)	62.7%
Computer skills	54.9%
Organizational ability	47.1%
Strategic planning skills	45.1%
Friendly/outgoing personality	29.4%
Entrepreneurial skills/risk-taker	24.5%
Tactfulness	24.5%
Creativity	23.5%
Fluency in a foreign language	2.9%

Source: *Job Outlook 2020*, National Association of Colleges and Employers

Competencies	Weighted Average Rating*		
	2019	2018	2017
Critical thinking/problem solving	4.66	4.62	4.58
Teamwork/collaboration	4.48	4.56	4.43
Professionalism/work ethic	4.41	4.46	4.56
Oral/written communications	4.30	4.30	4.43
Digital technology	3.84	3.73	3.78
Leadership	3.65	3.82	3.86
Career management	3.38	3.46	3.47
Global/multi-cultural fluency	2.78	3.01	2.85

Source: *Job Outlook 2019*, National Association of Colleges and Employers

*5-point scale, where:

1=Not essential, 2=Not very essential, 3=Somewhat essential, 4=Essential, 5= Absolutely essential