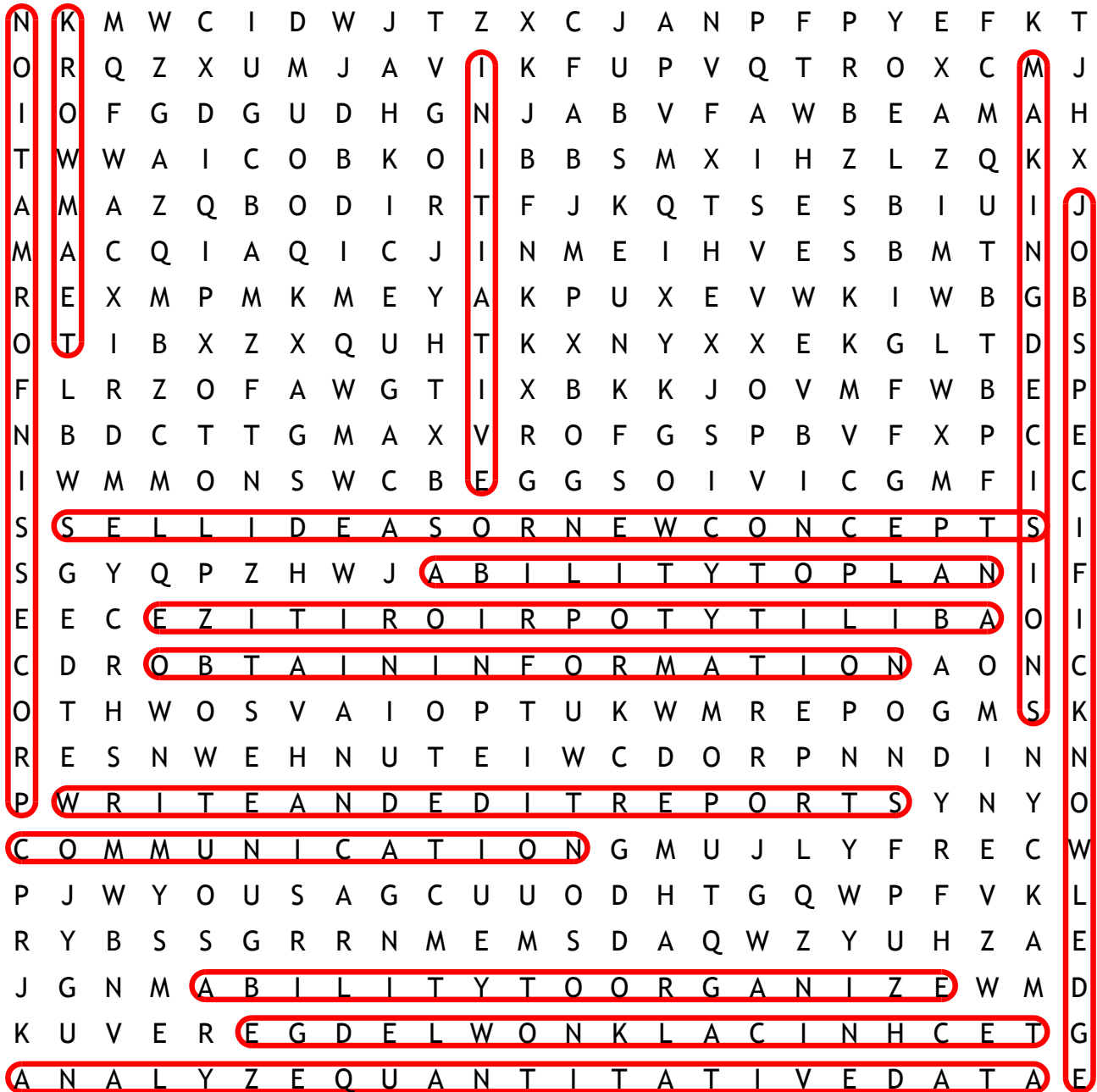


Name: _____ Date: _____

ESSENTIAL SKILLS EMPLOYERS LOOK FOR IN EMPLOYEES



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