The top 10 skills and qualities employers seek in college graduates are:

1. Ability to work in a team structure
2. Ability to make decisions and solve problems
3. Ability to plan, organize, and prioritize work
4. Ability to verbally communicate with persons inside and outside the organization
5. Ability to obtain and process information
6. Ability to analyze quantitative data
7. Technical knowledge related to the job
8. Proficiency with computer software programs
9. Ability to create and/or edit written reports
10. Ability to sell or influence others

This information was gathered in the National Association of Colleges and Employers Job Outlook 2014 survey.

The above skills make you successful academically and professionally. Be sure to keep track of when and how you use these skills as a student. Keep samples of your work that showcase these skills. For assistance with highlighting these skills on your resume, finding internships to develop them, or creating a portfolio to showcase your work, please contact the Office of Career Development at: careers@chatham.edu or stop by to see us on the 3rd Fl. JKM Library!