

# Skills That Work



## Ever wondered what employers value?

Surprisingly, most say they can teach the specific technical skills needed to applicants with the required educational background. But what they can't teach is the personal traits and attitudes that applicants need to be successful on the job.

### Strong work ethic

Willing to do whatever it takes to get the job done well; takes the initiative

### Dependable

Can be counted on in attendance and job assignments

### Responsible

Self motivated; able to accept mistakes without blaming others

### Honest

Is principled, sincere and genuine; actions match words

### Flexible and adaptable

Able to handle change; willing to take on any assignment

### Respectful of others

Able to collaborate to achieve a common goal

### Enthusiastic and positive

Able to leave personal problems at home and contribute to a pleasant work environment

### Continuous learner

Willing and able to gain new knowledge and learn new skills

### Resilient and persevering

Able to overcome adversity and stay focused

### Attentive to detail

Inspects own work; follows through with all details of job assignments