

Cosmic Coaching Centre

*Corporate & Individual Career Solutions For
Middle Managers & Mid-Career Professionals*

Top 10 Soft Skills Employers Want

Job seekers wish they had the secret formula to what it is employers are looking for in a future employee. What is that unique combination of skills and values that make employers want to meet you, and more importantly, hire you.

There is a specific set of skills that match the job seeker to the position that the employer is looking to fill. However, beyond those technical skills, there are certain skills that are nearly universally sought by employers. These soft skills are also known as, employability skills. The good news, most job seekers possess these skills to some extent. The better news, job seekers can improve their skills in these key areas through training, professional development, performing volunteer work or finding a coach who understands these skills and who works with you to strengthen them. The even better news, for once you understand the skills that employers search for, you can tailor your job search strategy to showcase these attributes, that leads to getting hired.

Skills most Sought After by Employers:

1. Communication Skills (written, verbal and listening)

This skill is by far, the one skill mentioned most often by employers. Successful communication is critical in business. This doesn't mean you have to be a brilliant writer, it does mean you have the ability to express yourself well, whether it's writing a coherent memo, persuading others with a [presentation](#) or the ability to calmly explain to a team member what you need, employers know effective communication gets the job done, right.

2. Teamwork (Interpersonal)

Employers want employees who work well with others -- who can effectively work as part of a team in a professional manner while achieving a common goal. Be it with fellow employees or customers, employers know that building strong relationships is the key to long-term success in today's marketplace.

3. Adaptability

Are you able to manage last minute assignments and tasks? Flexible when the work environment calls for it? To succeed in today's job market, you need the ability to grow and stretch your skills to adapt to the changing needs of the organization. Showcasing the ways you continue to learn and grow throughout your career, tells employers your openness to new ideas and concepts, especially in today's fast paced mobile work environment.

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4. Problem Solving

A popular form of interview questions involve, "how did you solve a problem?". The employer is looking for how you solved problems using your creativity, reasoning and past experiences with the information and resources available to you at that time. Be able to explain what you did, how you approached the problem, and what the outcome was in real and measurable results. A former mentor of mine used to say, "There are no problems, only opportunities for growth." This is in essence, what the employer wants to hear, how did you grow and more importantly, how did the organization benefit from that growth.

5. Analytical

What is your ability to assess a situation, seek multiple perspectives, gather more information if necessary and identify the key issues that needs to be addressed? You must also be able to analyze and interpret it. What story does the data tell? What questions are raised? What issues need to be addressed? Are there different ways to interpret the data? Instead of handing your boss a spreadsheet, give them a summary and highlight the key areas for attention, and suggest possible next steps.

6. Conflict Resolution

The ability to persuade, negotiate and resolve conflicts is crucial. You need to be able to negotiate win-win solutions to serve the best interests of the company and the individuals involved. With so many positions these days being temporary, project or contract based, it is more important than ever to get along with those you interact with. Resolving conflicts quickly and efficiently, builds your reputation in a positive way and increases your visibility in the workplace.

7. Self-Motivated and 8. Strong Work Ethic

Employers look for those that have a desire to learn, excel and get things done. There is a subtle difference between motivation and work ethic. Work ethic is the ability or willingness to persist, overcome challenges and deliver results. Motivation is what inspires an employee to start a task and not waiting to be told to do things. Motivation gets the ball rolling, while work ethic keeps the ball going. Are you motivated and dedicated to getting the job done? Are you conscientious and do your best work at all times? These are the questions that the hiring manager is asking himself during the interview.

9. Organizational Skills

Being organized and methodical, helps you to plan your work day to meet personal and corporate deadlines and targets. By monitoring the progression of work tasks to ensure that you (and the team) are on track to meeting deadlines.

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10. Self-Confidence (Leadership)

The ability to take charge and manage your co-workers, if required. Most employers look for signs of leadership qualities. Do you truly believe that you can do the job? Do you project a sense of calm and inspire confidence in others? These are all qualities of a leader who has the confidence to perform the job to the best of their ability.

These top 10 soft skills are the critical tools that you need to succeed in the workplace. Boosting your soft skills not only gives you a leg up on a new job or a promotion, but these skills also have obvious applications in all areas of a person's life, both professional and personal. Once you identify these skills and market them properly, you will be well on your way to job search success.

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