**2020**

**Figure 1: Attributes Employers Seek on a Candidate’s Resume**

|  |  |
| --- | --- |
| **ATTRIBUTE** | **% OF RESPONDENTS** |
| 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**

2021

|  |  |
| --- | --- |
| **ATTRIBUTE** | **PERCENT OF RESPONDENTS** |
| **Ability to work in a team** | **81.0%** |
| **Problem-solving skills** | **79.0%** |
| **Analytical/quantitative skills** | **76.1%** |
| **Communication skills (verbal)** | **73.2%** |
| **Communication skills (written)** | **72.7%** |
| **Initiative** | **67.8%** |
| **Leadership** | **67.8%** |
| **Technical skills** | **67.8%** |
| **Flexibility/adaptability** | **65.9%** |
| **Strong work ethic** | **65.4%** |
| **Computer skills** | **59.0%** |
| **Interpersonal skills (relates well to others)** | **57.6%** |
| **Detail-oriented** | **56.1%** |
| **Organizational ability** | **39.0%** |
| **Creativity** | **29.8%** |
| **Strategic planning skills** | **28.3%** |
| **Friendly/outgoing personality** | **25.9%** |
| **Entrepreneurial skills/risk-taker** | **19.5%** |
| **Tactfulness** | **17.6%** |
| **Fluency in a foreign language** | **3.4%** |

**Source: *Job Outlook 2021 Spring Update*, National Association of Colleges and Employers**

**2022**

**Figure 1: Resume attributes for the Class of 2022 and the Class of 2021**

|  |  |
| --- | --- |
| **ATTRIBUTE** | **% OF RESPONDENTS SEEKING FOR CLASS OF 2022** |
| Problem-solving skills | 85.5% |
| Analytical/quantitative skills | 78.6% |
| Ability to work in a team | 76.3% |
| Communication skills (written) | 73.3% |
| Initiative | 72.5% |
| Strong work ethic | 71.0% |
| Technical skills | 64.9% |
| Flexibility/adaptability | 63.4% |
| Detail-oriented | 62.6% |
| Leadership | 60.3% |
| Communication skills (verbal) | 58.8% |
| Interpersonal skills (relates well to others) | 56.5% |