

# 2016

Figure 1: Attributes Employers Seek on a Candidates Resume

ATTRIBUTE	% OF RESPONDENTS
Leadership	80.1%
Ability to work in a team	78.9%
Communication skills (written)	70.2%
Problem-solving skills	70.2%
Communication skills (verbal)	68.9%
Strong work ethic	68.9%
Initiative	65.8%
Analytical/quantitative skills	62.7%
Flexibility/adaptability	60.9%
Technical skills	59.6%
Interpersonal skills (relates well to others)	58.4%
Computer skills	55.3%
Detail-oriented	52.8%
Organizational ability	48.4%
Friendly/outgoing personality	35.4%
Strategic planning skills	26.7%
Creativity	23.6%
Tactfulness	20.5%
Entrepreneurial skills/risk-taker	18.6%

Source: [Job Outlook 2018](#), National Association of Colleges and Employers

**Figure 2: Influence of Attributes**

<b>ATTRIBUTE</b>	<b>2018 AVERAGE INFLUENCE RATING*</b>	<b>2017 AVERAGE INFLUENCE RATING*</b>	<b>2016 AVERAGE INFLUENCE RATING*</b>
<b>Has completed an internship with your organization</b>	<b>4.6</b>	<b>N/A</b>	<b>N/A</b>
<b>Has internship experience in your industry</b>	<b>4.4</b>	<b>N/A</b>	<b>N/A</b>
<b>Major</b>	<b>3.8</b>	<b>4.0</b>	<b>4.0</b>
<b>Has held a leadership position</b>	<b>3.7</b>	<b>3.9</b>	<b>3.9</b>
<b>Has general work experience</b>	<b>3.7</b>	<b>N/A</b>	<b>N/A</b>
<b>Has no work experience</b>	<b>3.4</b>	<b>N/A</b>	<b>N/A</b>
<b>High GPA (3.0 or above)</b>	<b>3.4</b>	<b>3.6</b>	<b>3.5</b>
<b>Has been involved in extracurricular activities (clubs, sports, student government, etc.)</b>	<b>3.3</b>	<b>3.6</b>	<b>3.6</b>
<b>School attended</b>	<b>2.8</b>	<b>2.9</b>	<b>2.9</b>
<b>Has done volunteer work</b>	<b>2.7</b>	<b>2.6</b>	<b>2.8</b>
<b>Is fluent in a foreign language</b>	<b>2.2</b>	<b>2.1</b>	<b>2.2</b>
<b>Has studied abroad</b>	<b>2.2</b>	<b>2.0</b>	<b>2.0</b>

\*5-point scale where 1=No influence at all; 2=Not much influence; 3=Somewhat of an influence; 4=Very much influence; 5=Extreme influence.

# 2017

Figure 1: Attributes Employers Seek on a Candidates Resume

ATTRIBUTE	% OF RESPONDENTS
Ability to work in a team	78.0%
Problem-solving skills	77.3%
Communication skills (written)	75.0%
Strong work ethic	72.0%
Communication skills (verbal)	70.5%
Leadership	68.9%
Initiative	65.9%
Analytical/quantitative skills	64.4%
Flexibility/adaptability	63.6%
Detail-oriented	62.1%
Interpersonal skills (relates well to others)	58.3%
Technical skills	56.8%
Computer skills	49.2%
Organizational ability	47.7%
Strategic planning skills	37.9%
Friendly/outgoing personality	25.8%
Tactfulness	25.8%
Creativity	21.2%
Entrepreneurial skills/risk-taker	19.7%
Fluency in a foreign language	4.5%

Source: [Job Outlook 2018](#), National Association of Colleges and Employers

**Figure 2: Influence of Attributes**

<b>ATTRIBUTE</b>	<b>2018 AVERAGE INFLUENCE RATING*</b>	<b>2017 AVERAGE INFLUENCE RATING*</b>	<b>2016 AVERAGE INFLUENCE RATING*</b>
<b>Has completed an internship with your organization</b>	<b>4.6</b>	<b>N/A</b>	<b>N/A</b>
<b>Has internship experience in your industry</b>	<b>4.4</b>	<b>N/A</b>	<b>N/A</b>
<b>Major</b>	<b>3.8</b>	<b>4.0</b>	<b>4.0</b>
<b>Has held a leadership position</b>	<b>3.7</b>	<b>3.9</b>	<b>3.9</b>
<b>Has general work experience</b>	<b>3.7</b>	<b>N/A</b>	<b>N/A</b>
<b>Has no work experience</b>	<b>3.4</b>	<b>N/A</b>	<b>N/A</b>
<b>High GPA (3.0 or above)</b>	<b>3.4</b>	<b>3.6</b>	<b>3.5</b>
<b>Has been involved in extracurricular activities (clubs, sports, student government, etc.)</b>	<b>3.3</b>	<b>3.6</b>	<b>3.6</b>
<b>School attended</b>	<b>2.8</b>	<b>2.9</b>	<b>2.9</b>
<b>Has done volunteer work</b>	<b>2.7</b>	<b>2.6</b>	<b>2.8</b>
<b>Is fluent in a foreign language</b>	<b>2.2</b>	<b>2.1</b>	<b>2.2</b>
<b>Has studied abroad</b>	<b>2.2</b>	<b>2.0</b>	<b>2.0</b>

\*5-point scale where 1=No influence at all; 2=Not much influence; 3=Somewhat of an influence; 4=Very much influence; 5=Extreme influence.

# 2018

Figure 1: Attributes Employers Seek on a Candidates Resume

ATTRIBUTE	% OF RESPONDENTS
Problem-solving skills	82.9%
Ability to work in a team	82.9%
Communication skills (written)	80.3%
Leadership	72.6%
Strong work ethic	68.4%
Analytical/quantitative skills	67.5%
Communication skills (verbal)	67.5%
Initiative	67.5%
Detail-oriented	64.1%
Flexibility/adaptability	60.7%
Technical skills	59.8%
Interpersonal skills (relates well to others)	54.7%
Computer skills	48.7%
Organizational ability	48.7%
Strategic planning skills	39.3%
Creativity	29.1%
Friendly/outgoing personality	27.4%
Tactfulness	22.2%
Entrepreneurial skills/risk-taker	19.7%
Fluency in a foreign language	4.3%

Source: [Job Outlook 2018](#), National Association of Colleges and Employers

**Figure 2: Influence of Attributes**

<b>ATTRIBUTE</b>	<b>2018 AVERAGE INFLUENCE RATING*</b>	<b>2017 AVERAGE INFLUENCE RATING*</b>	<b>2016 AVERAGE INFLUENCE RATING*</b>
<b>Has completed an internship with your organization</b>	<b>4.6</b>	<b>N/A</b>	<b>N/A</b>
<b>Has internship experience in your industry</b>	<b>4.4</b>	<b>N/A</b>	<b>N/A</b>
<b>Major</b>	<b>3.8</b>	<b>4.0</b>	<b>4.0</b>
<b>Has held a leadership position</b>	<b>3.7</b>	<b>3.9</b>	<b>3.9</b>
<b>Has general work experience</b>	<b>3.7</b>	<b>N/A</b>	<b>N/A</b>
<b>Has no work experience</b>	<b>3.4</b>	<b>N/A</b>	<b>N/A</b>
<b>High GPA (3.0 or above)</b>	<b>3.4</b>	<b>3.6</b>	<b>3.5</b>
<b>Has been involved in extracurricular activities (clubs, sports, student government, etc.)</b>	<b>3.3</b>	<b>3.6</b>	<b>3.6</b>
<b>School attended</b>	<b>2.8</b>	<b>2.9</b>	<b>2.9</b>
<b>Has done volunteer work</b>	<b>2.7</b>	<b>2.6</b>	<b>2.8</b>
<b>Is fluent in a foreign language</b>	<b>2.2</b>	<b>2.1</b>	<b>2.2</b>
<b>Has studied abroad</b>	<b>2.2</b>	<b>2.0</b>	<b>2.0</b>

\*5-point scale where 1=No influence at all; 2=Not much influence; 3=Somewhat of an influence; 4=Very much influence; 5=Extreme influence.

## Attributes Employers Seek on a Candidates Resume 2020

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%

DATE: April 13, 2021

SUBJECT: The Key Attributes Employers Seek on College Graduates' Resumes

**BETHLEHEM, PA**—With fewer employers screening job candidates by GPA, it is increasingly important that college graduates demonstrate key attributes such as teamwork and problem-solving skills on their resumes, according to new research from the National Association of Colleges and Employers (NACE).

NACE's *Job Outlook 2021 Spring Update* reports that just 56.6% of responding employers are using GPA to screen college graduates from the Class of 2021 for open positions, a steep plunge from the nearly 75% that used this method two years ago.

To account for this shift, college graduates should highlight attributes important to employers on their resumes. Atop this list are teamwork and problem-solving skills; roughly eight in 10 responding employers indicate they will be looking for evidence of these attributes on the resumes they review. (See Figure 1.)

Approximately three-quarters of employers surveyed want to see indications of candidates' analytical and both verbal and written communication skills, while initiative, leadership, and technical skills are being sought by more than two-thirds of respondents this year.

Figure 1: Attributes Employers Seek on a Candidate's Resume

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%