

POSITIVE TIPS FOR THE JOB MARKET

What Employers Are Looking For **Skills and Attributes most** **valued by employers**

By: Paul Zilligen

The Conference Board of Canada has developed a profile of skills, attitudes and behaviors that highlight the soft skills most valued in the workplace. Consider where in your work experience you have acquired and demonstrated these skills and try to work this information into your resume and cover letters.

Communicate

- Write, speak and understand the language of business
- Read, understand and use written materials
- Listen attentively

Think and Solve Problems

- Think critically and act logically to solve problems and make decisions
- Identify and fix the root cause of a problem
- Use technology, instruments, tools and information systems effectively
- Implement solutions
- Act on opportunities for improvement

Learn

- Be willing to learn and grow
- Set goals and work towards them

Positive Attitudes and Behaviors

- Deal with people and problems with honesty and integrity
- Be confident
- Demonstrate a positive attitude toward learning, growth and personal health
- Show initiative, energy and persistence to get the job done

Responsibility

- Set goals and priorities in work and personal life
- Plan and manage time, money and other resources to achieve goals
- Be accountable for your actions

Adaptability

- Be innovative and resourceful
- Be open to change
- Recognize and respect people's diversity and individual differences
- Accept feedback, learn from your mistakes

Work with Others

- Understand and contribute to the organization's goals
- Understand and work within the culture of the group
- Plan and make decisions with others and support the out comes
- Respect the thoughts and opinions of others in the group
- Exercise "give and take" to achieve group results
- Seek a team approach or lead when appropriate

In essence, it is wise to highlight these skills, attitudes and behaviors in your cover letter and resume. If you feel that you're lacking some or most of these qualities, it may not be a bad idea to establish them as your new personal/ professional goals to attain. These qualities will not only place you ahead of the competition when applying for jobs, they will also establish you as an excellent employee and coworker, worthy of advancement within the firm.

For more information please contact
Positive People Placement at
(403) 996-1083