10 THINGS EMPLOYERS WANT YOU TO LEARN IN COLLEGE
(Skills for Any Professional Career)

Establishing a Work Ethic
- Be Honest
- Manage Your Time

Developing Physical Skills
- Stay Well
- Look Good

Communicating Verbally
- Converse One-on-One
- Present to Groups

Communicating in Writing
- Write Well
- Edit and Proof

Working Directly with People
- Build Good Relationships
- Work in Teams
- Teach Others

Influencing People
- Manage Efficiently
- Lead Effectively

Gathering Information
- Search the Web
- Conduct Interviews
- Use Surveys

Using Quantitative Tools
- Use Numbers
- Use Surveys
- Use Spreadsheet Programs

Asking and Answering the Right Questions
- Pay attention to Detail
- Apply Knowledge
- Evaluate Actions and Policies

Solving Problems
- Identify Problems
- Develop Solutions
- Launch Solutions

Based on Bill Coplin’s 10 Things Employers Want You to Learn in College (Ten Speed Press, 2003), Dr. Coplin is Director of the Public Affairs Program of the Maxwell School of Citizenship and Public Affairs and the College of Arts and Science of Syracuse University.