

## **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.*