Skills Most Sought After by Employers

Communications Skills (listening, verbal, written). By far, the one skill mentioned most often by employers is the ability to listen, write, and speak effectively. Successful communication is critical in business.

- Exceptional listener and communicator who effectively conveys information verbally and in writing.

Analytical/Research Skills. Deals with your ability to assess a situation, seek multiple perspectives, gather more information if necessary, and identify key issues that need to be addressed.

- Highly analytical thinking with demonstrated talent for identifying, scrutinizing, improving, and streamlining complex work processes.

Computer/Technical Literacy. Almost all jobs now require some basic understanding of computer hardware and software, especially word processing, spreadsheets, and email.

- Computer-literate performer with extensive software proficiency covering wide variety of applications.

Flexibility/Adaptability/Managing Multiple Priorities. Deals with your ability to manage multiple assignments and tasks, set priorities, and adapt to changing conditions and work assignments.

- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.

Interpersonal Abilities. The ability to relate to your co-workers, inspire others to participate, and mitigate conflict with co-workers is essential given the amount of time spent at work each day.

- Proven relationship-builder with unsurpassed interpersonal skills.

Leadership/Management Skills. While there is some debate about whether leadership is something people are born with, these skills deal with your ability to take charge and manage your co-workers.

- Goal-driven leader who maintains a productive climate and confidently motivates, mobilizes, and coaches employees to meet high performance standards.

Multicultural Sensitivity/Awareness. There is possibly no bigger issue in the workplace than diversity, and job-seekers must demonstrate a sensitivity and awareness to other people and cultures.

- Personable professional whose strengths include cultural sensitivity and an ability to build rapport with a diverse workforce in multicultural settings.

Planning/Organizing. Deals with your ability to design, plan, organize, and implement projects and tasks within an allotted timeframe. Also involves goal-setting.

- Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation.

Problem-Solving/Reasoning/Creativity. Involves the ability to find solutions to problems using your creativity, reasoning, and past experiences along with the available information and resources.

- Innovative problem-solver who can generate workable solutions and resolve complaints.

Teamwork. Because so many jobs involve working in one or more work-groups, you must have the ability to work with others in a professional manner while attempting to achieve a common goal.

- Resourceful team player who excels at building trusting relationships with customers and colleagues.

Reference: http://www.quintcareers.com/job_skills_values.html

Personal Values Employers Seek in Employees
Here is a list of the most important personal characteristics and values employers seek. Some are repeats of the skills listed above, so pay close attention - the repeats are especially important.

- Honesty, Integrity and Morality
- Adaptability and Flexibility - Being open to new ideas and concepts
- Dedication, Work Ethic and Tenacity
- Dependability, Reliability, and Responsibility
- Loyalty
- Positive Attitude, Motivation and Passion
- Professionalism
- Self-Confidence
- Self-Motivated
- Ability to Work with Little or No Supervision
- Willingness to Learn
- Enthusiasm
- Empathy for other people
- Creativity

Skills by industry/profession:
Below is a list of popular professions and the desired skills for successful navigation. Take a look at how many professions seek and require good communication skills.

Accounting	Math, active listening, critical thinking, monitoring and active learning
Advertising Executives	Communication (listening, verbal, written), critical thinking and active listening
Advertising Sales Agents	Communication (listening and verbal), math, active learning, and reading comprehension
Attorney/Lawyer	Communication (listening, verbal, written), reading comprehension, creative thinking
Broadcast Media	Communication (listening, verbal, written)
Criminal Investigators and Special Agents	Communication (listening, verbal, written), reading comprehension, learning strategies
Economists	Mathematics, Communication (listening, verbal, written), reading comprehension, active learning
Editors	Communication (listening, verbal, written), critical thinking and active learning
Education Administrators	Communication (listening, verbal, written), reading comprehension, monitoring, learning strategies
Education	Communication (listening, verbal, written), critical thinking, learning strategies and monitoring

Financial Analysts	Math, reading comprehension, communication, critical thinking, active learning
Fire Fighters	Communication (listening, verbal, written), critical thinking, and active learning
Human Resource Managers	Communication (listening, verbal, written), reading comprehension, monitoring
Law Clerks	Communication (listening, verbal, written)
Managerial Positions	Communication (listening, verbal, written) and active learning
Marketing Managers	Communication (listening, verbal, written), critical thinking, active learning, reading comprehension
Police/Patrol Officers	Communication (listening, verbal, written), critical thinking, reading comprehension
Purchasing Agents	Communication (listening, verbal, written), active learning, critical thinking, reading comprehension
Real Estate Agents	Communication (listening, verbal, written), math, and reading comprehension
Sales Managers	Communication (listening, verbal, written), math, reading comprehension, monitoring
Social and Community Service Managers	Communication (listening, verbal, written), reading comprehension, active learning
Sociologists	Communication (listening, verbal, written), critical thinking, reading comprehension, science
Treasurers and Controllers	Math, reading comprehension, critical thinking, Communication (listening, written)

Police and Detectives

Summary

Quick Facts: Police and Detectives	
2012 Median Pay	$56,980 per year $27.40 per hour
Entry-Level Education	High school diploma or equivalent
Work Experience in a Related Occupation	See How to Become One
On-the-job Training	See How to Become One
Number of Jobs, 2012	780,000
Job Outlook, 2012-22	5% (Slower than average)
Employment Change, 2012-22	41,400

Police officers enforce laws to protect people and their property.

What Police and Detectives Do

Police officers protect lives and property. Detectives and criminal investigators, who are sometimes called *agents* or *special agents*, gather facts and collect evidence of possible crimes.

Work Environment

Police and detective work can be physically demanding, stressful, and dangerous. Police officers have one of the highest rates of injuries and illnesses of all occupations. Working around the clock in shifts is common.

How to Become a Police Officer or Detective

Education requirements range from a high school diploma to a college, or higher, degree. Most police and detectives must graduate from their agency's training academy before completing a period of on-the-job training. Candidates must be U.S. citizens, usually at least 21 years old, and able to meet rigorous physical and personal qualifications.

Pay

The median annual wage for police and detectives was $56,980 in May 2012.

Job Outlook

Employment of police and detectives is projected to grow 5 percent from 2012 to 2022, slower than the average for all occupations. Continued interest for public safety will lead to new openings for officers; however, jobs may be competitive, depending on location.

Similar Occupations

Compare the job duties, education, job growth, and pay of police and detectives with similar occupations.

More Information, Including Links to O*NET

Learn more about police and detectives by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

Reference: http://www.bls.gov/ooh/protective-service/police-and-detectives.htm