



# Resume Writing and LinkedIn

Career Services Center  
University of Delaware  
[www.udel.edu/CSC](http://www.udel.edu/CSC)

# Disclaimer

The following information is based on data and research collected by the Career Services Center and should act as an overall guide to help you develop your resume.

Key things to remember:

- Resume Writing is an Art not a Science
- Your Resume should be based on who the “employer” is
- Research is key!

# Employers Rank Skills!

Skill/Quality	Weighted average rating*
Ability to verbally communicate with persons inside and outside the organization	4.63
Ability to work in a team structure	4.60
Ability to make decisions and solve problems	4.51
Ability to plan, organize, and prioritize work	4.46
Ability to obtain and process information	4.43
Ability to analyze quantitative data	4.30
Technical knowledge related to the job	3.99
Proficiency with computer software programs	3.95
Ability to create and/or edit written reports	3.56
Ability to sell or influence others	3.55

According to the National Association of Colleges and Employers