Students, job seekers, and currently employed workers should focus on building these essential job skills—the skills that form the foundation of training and job performance and those most sought by employers, according to ACT® research.

**APPLIED MATH**
Critical thinking, mathematical reasoning, and problem-solving techniques in workplace situations. High levels of this skill include:

- Identifying: errors in calculation
- Converting: systems of measurement
- Calculating: areas and volumes

**GRAPHIC LITERACY**
Reading and comprehending graphical materials to solve work-related problems. High levels of this skill include:

- Interpreting: trends, relationships, and patterns
- Comparing: information and trends among data sets
- Using data: to make decisions

**WORKPLACE DOCUMENTS**
Reading and comprehending written information to make decisions and solve problems. High levels of this skill include:

- Inferring: meanings of words and phrases from contexts
- Deciphering: the meaning of acronyms, jargon, or technical content
- Applying: information and instructions to a new situation

Don’t forget ‘SOFT SKILLS’!
These skills are not typically taught in schools or colleges, but they’re vital to virtually every job.

- Carefulness: Thinking before acting
- Cooperation: Likability and cordialness
- Creativity: Imaginative thinking
- Discipline: Responsibility, dependability, follow-through without distraction
- Goodwill: Forgiveness and positivity
- Influence: Impactful leadership
- Optimism: Positive outlook and confidence in success
- Order: Neatness, organization
- Savvy: Understanding office politics
- Sociability: Enjoyment in others
- Stability: Composure and rationality
- Striving: High aspirations

For more information, go to act.org/workkeys.