



## Top Qualities Employers Want Most in a Teen Intern

### 1. Well groomed

Clean, neat and ironed clothing; no loud cologne/perfume, long fingernails  
(Tongue and nose rings as well as tattoos are still frowned upon in many places.)

### 2. Good spoken and written communication skills

Speak clearly with proper grammar

(Save the slang for social occasions.)

Write clearly with proper spelling and grammar

### 3. Basic math, reasoning and reading comprehension skills

Ability to read and understand written instructions.

### 4. Ambition

### 5. Courtesy

### 6. Trustworthiness

### 7. Self-motivation

### 8. Willingness to learn

### 9. Reliable

### 10. Enthusiastic

Today's employers want workers to have the following skills:

**Organization**— the ability to manage time efficiently and maintain an orderly, neat or clean work area.

**Problem Solving**— the ability to identify, analyze and solve problems that may arise.

**Teamwork** —the ability to work successfully with others and for the good of the employer.