

Describing Yourself

Determine which jobs to target by describing your skills and experience in words important to employers. Some are transferrable, meaning you will use them in a variety of jobs. Others will be specific to certain kinds of jobs and are called hard skills. Skills and experience can be gained throughout life and not all come from jobs you have held.

Transferable Skills

Review this list of transferable skills and check all the skills you have. Add others you know of that are not listed. Remember: skills can be learned everywhere, including employment, education, hobbies and volunteering.

- act or perform
- adapt to situations
- advise
- analyze data
- anticipate problems
- appraise service
- arrange functions
- assemble products
- assess situations
- audit records
- be detail-oriented
- be precise
- be responsible
- budget money
- buy products or services
- calculate numbers
- chart information
- check for accuracy
- classify information
- collect money
- communicate
- compare data
- compile statistics
- complete data entry
- compose technical writing
- compute data
- conceptualize
- confront others
- construct buildings
- consult with others
- contact others
- control costs
- control people
- control situations
- converse with others
- coordinate activities
- copy information
- correspond with others
- create
- delegate
- develop
- develop policy
- direct others
- dispense information
- distribute
- draft
- drive
- edit
- encourage
- enforce
- estimate
- evaluate
- examine
- exchange
- exhibit
- expand
- expedite
- explain
- explore
- facilitate meetings
- file records
- find information
- fix or repair
- follow directions
- follow through
- fundraising
- gather information
- gather materials
- give customer service
- guide or lead
- handle complaints
- handle equipment
- handle money
- handle public relations
- help
- identify solutions
- illustrate
- implement
- improve
- improvise
- inform
- initiate actions
- inspect products
- install
- instruct
- interpret data
- interview
- inventory
- investigate
- lead
- learn quickly
- lift
- listen
- locate information
- make decisions
- manage a business
- manage people
- manage projects
- measure boundaries
- mediate problems
- meet deadlines
- meet the public
- memorize information
- mentor others
- monitor progress
- motivate others
- move materials
- negotiate
- nurture
- observe
- operate equipment
- order goods/supplies
- organize data
- organize people
- organize tasks
- own/operate business

(continued)

Transferable Skills (continued)

- | | | | |
|--|---|--|--|
| <input type="radio"/> perceive needs | <input type="radio"/> report information | <input type="radio"/> tabulate | <input type="radio"/> upgrade |
| <input type="radio"/> persuade others | <input type="radio"/> research | <input type="radio"/> take instructions | <input type="radio"/> use hand/eye coordination |
| <input type="radio"/> plan | <input type="radio"/> resolve problems | <input type="radio"/> think ahead | <input type="radio"/> use words correctly |
| <input type="radio"/> prepare materials | <input type="radio"/> retrieve information | <input type="radio"/> think logically | <input type="radio"/> verify |
| <input type="radio"/> process information | <input type="radio"/> review | <input type="radio"/> track | <input type="radio"/> visit |
| <input type="radio"/> process materials | <input type="radio"/> schedule | <input type="radio"/> track information | <input type="radio"/> visualize |
| <input type="radio"/> program | <input type="radio"/> sell | <input type="radio"/> train or teach | <input type="radio"/> volunteer |
| <input type="radio"/> promote | <input type="radio"/> set goals or objectives | <input type="radio"/> translate | <input type="radio"/> work quickly |
| <input type="radio"/> recommend | <input type="radio"/> signal | <input type="radio"/> travel | <input type="radio"/> write procedures |
| <input type="radio"/> recruit | <input type="radio"/> solve problems | <input type="radio"/> troubleshoot | <input type="radio"/> write promotional material |
| <input type="radio"/> reduce costs | <input type="radio"/> speak in public | <input type="radio"/> type | <input type="radio"/> write proposals |
| <input type="radio"/> refer people | <input type="radio"/> supervise | <input type="radio"/> understand | <input type="radio"/> write reports |
| <input type="radio"/> rehabilitate people | <input type="radio"/> support | <input type="radio"/> unite people | <input type="radio"/> _____ |
| <input type="radio"/> remember information | <input type="radio"/> survey | <input type="radio"/> update information | <input type="radio"/> _____ |

Soft Skills

Soft skills are traits that help an employer decide if your temperament matches a particular position. They are clues to how well you might adapt and problem solve. Soft skills include time management, honesty, punctuality, efficiency, physical strength and motivation. Review this list, check ones you have and add others not listed.

- | | | |
|---|---|---|
| <input type="radio"/> adaptable | <input type="radio"/> hard-working | <input type="radio"/> resourceful |
| <input type="radio"/> ambitious | <input type="radio"/> helpful | <input type="radio"/> results-oriented |
| <input type="radio"/> assertive | <input type="radio"/> humble | <input type="radio"/> self-confident |
| <input type="radio"/> capable | <input type="radio"/> humorous | <input type="radio"/> sincere |
| <input type="radio"/> communicative | <input type="radio"/> manages time | <input type="radio"/> strong work ethic |
| <input type="radio"/> competent | <input type="radio"/> methodical | <input type="radio"/> tactful |
| <input type="radio"/> curious | <input type="radio"/> modest | <input type="radio"/> team player |
| <input type="radio"/> creative | <input type="radio"/> open-minded | <input type="radio"/> tenacious |
| <input type="radio"/> decisive | <input type="radio"/> optimistic | <input type="radio"/> thrifty |
| <input type="radio"/> discreet | <input type="radio"/> organized | <input type="radio"/> truthful |
| <input type="radio"/> eager | <input type="radio"/> original | <input type="radio"/> tolerant |
| <input type="radio"/> efficient | <input type="radio"/> patient | <input type="radio"/> trustworthy |
| <input type="radio"/> energetic | <input type="radio"/> persistent | <input type="radio"/> works well under pressure |
| <input type="radio"/> enthusiastic | <input type="radio"/> positive attitude | <input type="radio"/> _____ |
| <input type="radio"/> flexible | <input type="radio"/> practical | <input type="radio"/> _____ |
| <input type="radio"/> friendly | <input type="radio"/> problem-solver | <input type="radio"/> _____ |
| <input type="radio"/> good attendance | <input type="radio"/> reliable | <input type="radio"/> _____ |
| <input type="radio"/> good communicator | <input type="radio"/> resilient | |

Job Content Skills

Job content skills are related to job-specific certifications, licenses, tools and tasks. Each industry tends to have its own vocabulary of required skills. An example of a job content skill is a Class A CDL for a truck driver. Other examples include proficiency with QuickBooks, Microsoft Excel or OSHA or having a pharmacy technician license. List all job content skills that apply to you (you might get these from your Autobiography/Master App).

Skill Statements

Develop skill statements based on the works you selected to describe your skills. You can use these in an interview to show employers that you meet the qualifications of the job as well as on your resume. A transferable skill statement gives a description of the skill; an example of a time in your work, home or education when you used the skill; and a statement that connects your skill to the job you are applying for. Review these examples:

Skill statement 1 — Budget money: *“I can keep financial records.” You say...*

Example: *“As a full-time homemaker, I handled all of the family money, including savings and checking, without ever bouncing a check or failing to pay a bill on time.”*

Connection: *“If I could handle the family finances so well for twenty years while taking care of all of the other household chores, I will be a good account clerk for you.”*

Skill statement 2 — Organize tasks: *“I am a well-organized person.” You say....*

Example: *“At my last job I received 15 -25 assignments each day from multiple people, so I had to organize my time and prioritize to satisfy everyone.”*

Connection: *“If I could handle that pace, I can deal with the organizational demands of this job.”*

Skill statement 3 — Explain: *“I can explain information clearly.” You say....*

Example: *“Whenever anyone at work had trouble understanding a procedure, they came to me for an explanation.”*

Connection: *“I learn quickly, train new workers and help others.”*

Skill: _____

Statement: _____

Example: _____

Connection: _____

Skill: _____

Statement: _____

Example: _____

Connection: _____

Once you have mastered skill statements, you can easily build STAR stories, a technique used to clearly communicate in your interviews!