

GW Center for Career Services: Assess and Translate Skills



*According to a NACE (National Association of Colleges and Employers) Job Outlook 2016 survey, **employers rated the 10 most important skills** they look for in new graduates. They are: Leadership, Teamwork Skills, Communication Skills (Written), Problem-Solving Skills, Communication Skills (Verbal), Strong Work Ethic, Initiative, Analytical/Quantitative Skills, Flexibility/Adaptability, Technical Skills.

List your experiences below. Include your unique roles and activities. Review experiences to identify skills used.

CAREER SKILLS	ROLE	JOB DUTIES
Leadership		
Ability to Work in a Team		
Communication Skills (Written)		
Problem-Solving Skills		
Communication Skills (Verbal)		
Strong Work Ethic		
Initiative		
Analytical/Quantitative Skills		
Flexibility/Adaptability		
Technical Skills		

Build Resume Phrases



Activity/Pertinent Details	Sample	Activity	Activity
Describe your work	<i>I spent time with students. I helped them look at academics/classes. I assisted the professor with research.</i>		
Write short description of what you did:	<i>I worked with students.</i>		
Remove personal pronouns, drop period:	<i>Worked with students</i>		
What did you do with students? Use specific action verbs:	<i>Advised students</i>		
What type of students? What was special about the students?	<i>Advised first-year, undeclared undergraduate students</i>		
Add qualifiers add quantifiers:	<i>Advised more than 100 first-year undeclared undergraduate students with majors related to arts careers</i>		
Identify results:	<i>Advised over 100 first-year undeclared undergraduate students with academic choices related to careers, resulting in an increase of 25% in student major commitment from 50 in 2010 to 75 in 2011.</i>		
Review for readability and sentences:	<i>Advised over 100 first-year undeclared undergraduates with major choices related to arts and humanities. Resulted in increase of XX% in major declaration from X to Y in one year.</i>		