

BEYOND STUDENT EMPLOYMENT: Sharing your skills

Employers seek a variety of skills on a candidate’s resume, including leadership, teamwork, communication, the ability to problem-solve, and more.

Follow the steps on page 1 to brainstorm some of the knowledge and skills that you developed in your student job and think about the value of your work. Next, transfer this information into the chart on page 2 to practice articulating your experience for a resume, application, or during an interview.

A Think about a typical shift at your job. Write out your responses:

- What did you do during your workday?
- Who did you interact with?
- What major tasks did you accomplish and how did you do them well?

B What have you developed since beginning your job?

- Knowledge – what did you learn?
- Skills – what specialized skill(s) did you gain; what technology did you learn on the job?
- Abilities – what can you do that you weren’t able to do before?

C Consider:

- What motivates you?
- What skills/strengths would your supervisor use to describe you?
- What value did you gain from this experience?

Can you categorize some of these skills that you developed?

- Creativity
- Organization
- Communication
- Building relationships
- _____
- _____
- _____

ARTICULATING THE VALUE OF YOUR WORK

Refer to page 1 of this worksheet to help you fill out this chart. In addition, your supervisor has created a job competency document that you can refer to as you move through these steps.

A Summarize your job and duties	B Career-relevant skills	C Craft your resume bullet points
<p>Highlight items from the job description or competency document and add your own items from prompt A (page 1) to list out your job duties and typical work assignments.</p>	<p>What knowledge and skills did you gain/develop since you started your job? Refer to prompt B from page 1 to help fill out this section.</p>	<p>Try using this simplified formula: <u>ACTION VERB + HOW YOU ACCOMPLISHED THE TASK + RESULT</u> Use descriptive words to demonstrate <i>how</i> you did something.</p>
<ul style="list-style-type: none"> • <i>Perform copying, scanning, and faxing as needed</i> • <i>Respond to questions about department programs/services</i> • • • 	<div style="text-align: right; font-size: 2em; margin-bottom: 10px;">➔</div> <ul style="list-style-type: none"> • <i>Strong attention to detail and takes initiative</i> • <i>Problem solving and communication skills</i> • • • 	<div style="text-align: right; font-size: 2em; margin-bottom: 10px;">➔</div> <ul style="list-style-type: none"> • <i>Take initiative to improve office efficiency and complete tasks proactively</i> • <i>Exercise good judgment to determine appropriate resources needed to resolve problems in a timely manner</i> • • •

BEYOND THE RESUME:

D **Talk about your experiences!** You can highlight your on-campus work experience and skills during interviews, in your cover letter, on graduate school and scholarship applications, on your LinkedIn profile, eportfolio, and more.