



### Job Skills Identification Assignment

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Using provided resources for guidance, the student prepares a list of professional job-related skills to develop content for their resume, and to prepare for career fairs and interviews.

#### Assignment learning goals:

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- Student will produce a list of professional skills to be used in their resume suitable for use in pursuing internships, co-ops, and/or other experiential education opportunities.

#### Exercise

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1. Review the list of job-related skills below
2. Think about times or situations when you have used each skill and note that example in the right-hand column.
3. Consider your biggest strengths and areas for growth (weaknesses) and list them in the second table. Make sure to include what you are doing to improve on areas of growth.

#### Resources for student use:

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- [Resume/Cover Letter Prep – Career Connections | Texas Woman's University](#)
- [Transferable Skills Worksheets – Career Connections | Texas Woman's University](#)
- [How Do I Add Marketable Skills to My Resume?](#)
- [All Your Questions About Soft Skills, Answered](#)

#### Career Connections resources for faculty and/or student use:

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***\*\*If you would like to assign your students to meet with a career consultant or would like a class presentation, please consult with your college's career consultant PRIOR to the start of the semester. We want to ensure we are able to manage all class requests.***

- Resume review 1:1 appointment with our career consultants.
  - o <https://app.joinhandshake.com/appointments>
- Marketable Skills presentation to your class by a consultant.
  - o Email [careers@twu.edu](mailto:careers@twu.edu) to schedule.



# CAREER CONNECTIONS

## TEXAS WOMAN'S UNIVERSITY

Skill	Example (Job, Academic and/or Volunteer Experience)
The ability to solve problems (related to your major or concentration if possible).	
Strong hands-on mechanical skills (can take things apart and put them back together).	
Strong analytical aptitude and attention to detail.	
The ability to apply sound professional judgment.	
The ability to use laboratory equipment to generate data and process materials.	
Professional communication (written and verbal).	
Effective utilization of time and resources.	
Working as part of an effective and collaborative team.	
Innovation and creativity; can think of new ways to make things work more efficiently.	
Strong customer-focused attitude.	
The ability to manage competing priorities.	
The ability to quickly learn and apply new skills.	
Positive attitude/work ethic.	



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Dependability, reliability, and flexibility.	
Proven leadership skills.	
Critical thinking: using logic to identify alternative solutions or approaches to problems.	
The ability to analyze needs and product requirements to create a design or idea for a product or service that addresses those needs or requirements.	
Naturally inquisitive; the ability to examine things and conceive of ways to make them better.	

Strengths	Areas for Growth



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**Texas Woman's University Career Connections Center**  
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**Facebook, Instagram & Twitter: TWU Career Connections**