

Developing Your Language Skills

You have hundreds of skills. Most people do, yet very few are able to explain their skills to others. You may take for granted many things you do well that others would find hard or even impossible to do.

In looking for a job, knowing what you can do well is important. It can help you decide what kind of work is right for you. It makes a lot of sense to do the things you do best. If you do, you will probably be more successful.

In addition, knowing your skills will assist you in verbalizing those skills to potential employers in interviews and to friends and acquaintances while networking.

After you have completed and evaluated your skill identification activities, the next natural step is to incorporate that information, your work history and educational background, into a resume. A resume summarizes your past education, work experience, and accomplishments as they relate to the type of job/position for which you would like to apply. Skills identified in this packet will be useful as an action verb as you write bulleted points on what you accomplished in each position.

The Three Types of Skills

- **Adaptive Skills:** Personality traits or personal characteristics are another way that these skills can be defined. They help a person adapt to or get along in a new situation. For example, honesty and enthusiasm are traits employers look for in a “good worker”. While many job seekers do not emphasize these skills in an interview, they are quite important to employers.
- **Transferable Skills:** These are skills that can transfer from one job to a very different one. Writing clearly or the ability to organize things are two examples of transferable skills.
- **Job-Related Skills:** These are skills you need for a specific job. A nurse, for example, needs to know how to use certain medical instruments to take a patient’s blood pressure and temperature.

Adaptive Skills Checklist

Directions: Use the following checklist to assist you in determining your adaptive skills. If you use or have that skill most of the time, put a check mark in the first column. If you use or have the skill some of the time, put a check mark in the second column. Don't mark either column if you rarely use the skill.

Critical Skills:					
These are skills that employers value highly. They often won't hire a person who does not have or use some of these.					
<i>Employers Value People Who:</i>					
SKILLS	Most of the Time	Some of the Time	SKILLS	Most of the Time	Some of the Time
Go to work everyday			Get along with coworkers		
Arrive on time			Are honest		
Get things done independently			Work hard		
Follow instructions from supervisor					
Other Adaptive Skills					
<i>Good Workers Have the Following Adaptive Skills:</i>					
SKILLS	Most of the Time	Some of the Time	SKILLS	Most of the Time	Some of the Time
Ambition			Intelligence		
Patience			Creativity		
Assertiveness			Leadership		
Learn quickly			Enthusiasm		
Flexibility			Persistence		
Maturity			Self-motivation		
Dependability			Are result-oriented		
Complete assignments			Pride in doing a good job		
Sincerity			Willingness to learn new things		
Problem solver			Ask questions		
Friendliness			Highly motivated		
Good sense of humor			Good attitude		
Physical strength			Other:		
Good sense of direction					

Transferable Skills Checklist

Directions: Use the following checklist to assist you in determining your transferable skills. If you are good at the skill listed, put a check mark in the first column. If you want to use that skill at your next job, put a check mark in the second column. Add other skills you want to include in the “other” section. When you’re done, you should have checked ten to twenty skills.

<p>Critical Skills: These are skills that tend to get you higher levels of responsibility and pay. They are worth emphasizing in an interview.</p>					
<p><i>Employers Value People Who:</i></p>					
SKILLS	Strong Skill	Next Job	SKILLS	Strong Skill	Next Job
Meet deadlines			Solve problems		
Speak in public			Plan		
Supervise others			Understand and control budgets		
Accept responsibility			Increase sales or efficiency		
Follow-through					
Other Transferable Skills					
<i>Key Skills</i>					
SKILLS	Strong Skill	Next Job	SKILLS	Strong Skill	Next Job
Instruct others			Organize/manage projects		
Meet the public			Write well		
Negotiate					
<i>Using My Hands/Dealing With Things</i>					
SKILLS	Strong Skill	Next Job	SKILLS	Strong Skill	Next Job
Assemble things			Observe/inspect		
Build things			Operate tools		
Construct/repair buildings			Repair things		
Drive, operate vehicles			Use complex equipment		

Other Transferable Skills (Continued)

Using Word Ideas

SKILLS	Strong Skill	Next Job	SKILLS	Strong Skill	Next Job
Articulate			Inventive		
Communicate verbally			Library research		
Correspond with others			Logical		
Create new ideas			Public speaking		
Design			Remembering information		
Edit			Write clearly		

Leadership Abilities

SKILLS	Strong Skill	Next Job	SKILLS	Strong Skill	Next Job
Arrange social functions			Direct others		
Competitive			Results oriented		
Decisive			Explain things to others		
Delegate			Influence others		
Make decisions			Initiate new tasks		
Mediate problems			Take risks		
Motivate people			Run meetings		
Negotiate agreements			Self-confident		
Planning			Solve problems		

Dealing with Data

SKILLS	Strong Skill	Next Job	SKILLS	Strong Skill	Next Job
Analyze data			Detail-oriented		
Audit records			Evaluate		
Set up budgets			Investigate		
Calculate/compute			Keep financial records		
Classify things			Locate answers, information		
Compare			Manage money		
Compile			Record facts		

Other Transferable Skills (Continued)

<i>Working With People</i>					
SKILLS	Strong Skill	Next Job	SKILLS	Strong Skill	Next Job
Administer			Outgoing		
Care for			Patience		
Confront others			Persuade		
Counsel people			Pleasant		
Demonstrate			Sensitive		
Diplomatic			Sociable		
Help others			Supervise		
Have insight			Tactful		
Instruct			Teaching		
Interview people			Tolerant		
Kind			Tough		
Listen			Trusting		
Mentor			Understanding		
<i>Creative/Artistic</i>					
SKILLS	Strong Skill	Next Job	SKILLS	Strong Skill	Next Job
Artistic			Perform, act		
Draw			Present artistic ideas		
Paint			Dance, body movement		
Expressive					
<i>Others</i>					
SKILLS	Strong Skill	Next Job	SKILLS	Strong Skill	Next Job

LIKES/DISLIKES ASSESSMENT

To effectively assist you in securing the best possible position, please respond in writing to the following questions:

Of all the jobs or work assignments you have had, identify which job you liked the best:

Now list those aspects of your work that you enjoyed the most on the job: _____

What aspects of your work did you dislike the most? _____

Describe the boss you liked the best and least (personality, methods, attitudes).

What do you consider to be your greatest strengths or abilities? _____

Describe or list any barriers or restrictions that might influence your next job selection (i.e. availability for work, geographic preferences, family obligations, etc.). _____

Describe your short-term professional goals for the next two to three years. _____

Describe your long-term professional goals. _____

If family, geography or other responsibilities did not limit you, how would you describe the ideal job? _____

NAME THIS OPPORTUNITY

I'm looking for an opportunity that: _____

Directions: Carefully review your two skills lists and your likes and dislikes. Select the items that are most **important** to you and list below.

Your Top Adaptive Skills

1. _____
2. _____
3. _____

Your Transferable Skills

1. _____
2. _____
3. _____
4. _____
5. _____

Your Top Likes / Dislikes

LIKES

1. _____
2. _____
3. _____
4. _____
5. _____

DISLIKES

1. _____
2. _____
3. _____
4. _____
5. _____

What kind of an opportunity does this sound like to you? _____

Do you know anyone who has a job like this? _____

Possible plan of action: _____
