

Network to Work Meeting

ACTIVITY – January 2020

Skill Identification Activity

Are you having a hard time identifying the skills to put on your resume? Sometimes we take our abilities for granted, assuming everyone can do what we do. Use these exercises to help you clarify the transferrable skills and marketable personal traits you want to showcase on your resume.

A. For Experienced Job Hunters in Transition

Answer these questions:

1. Bosses have often ***counted on you for something*** at which they think you are especially good. What have they counted on you for?
2. If you had to teach a bright new employee the "tricks of the trade" (i.e., how to do a great job in your line of work), ***what special thing that you do*** would you teach this employee?
3. If you had to put together a training manual, how would you describe the ***most important thing needed in order to carry out excellently*** the kind of work you do best?
4. Think of a time when ***you went well above-and-beyond*** your job description. What did you do?
5. What do ***you know or do so well*** that you could teach it to others? What is the main tip you would tell people about how to do that like a pro?

6. IF your friends and/or **co-workers were to brag about your skills**, what would they say?
7. If you felt comfortable bragging about yourself, **what would you brag about?** What are you most proud of?
8. What difficulties or barriers have you overcome to get where you are now? **What skills helped you to overcome those difficulties?**
9. What **creative things have you done** that you feel good about?
10. What **praise, acknowledgement or awards** have you gotten from customers, colleagues or employers?
11. Think of a **problem you were able to resolve** that others could not. What did you do? What skills or abilities did you use?
12. If you suddenly had to leave the area for a while (say, to take care of an elderly or sick relative) **what would your work friends miss about you** while you are gone? How would their jobs be tougher, or less enjoyable, when you're not there to help?

B. For Adults with Little or NO PAID WORK HISTORY

Answer these questions:

1. Good friends and family count on each other for lots of things. What do your friends and family ***count on you*** for?
2. What ***good qualities did you inherit*** from your family? What have you done that shows you have that quality?
3. Do you have any ***volunteer or community service experience that you're proud of***? (For example, PTA, church, neighborhood organization.) What did you do / what skills did you use?
4. Which subjects ***were you best at in school***? Why did you enjoy those particular studies?
5. What ***praise or acknowledgment*** did you get from your teachers or trainers?
6. What do you ***know or do so well that you could teach it*** to others? What's the main advice you'd tell people about how to do that like a pro?
7. Think of a ***problem that came up that you were able to address*** and improve the situation, when others were stumped. What did you do? What does that say about your abilities?

Source:

From Yana Parker's Damn Good Resumes
www.damngood.com