Employability Skills

Most of you don’t think you have many skills - especially in order to get a part-time job, but in fact you probably have several that you are unaware of.

Looking at the following types, indicate with specific examples/situations from your personal life that show how you have accomplished each of the tasks. Try to think of at least 5 different instances for each topic.

1. Communication Skills – good talker or good writer. Confident when speaking to people and writing well to be understand.

Examples: written project work, leading a presentation outside of class, organizing/leading a club or group, part time work, blogging etc.

1. Teamwork – good at working with people.

Examples: group projects, volunteering and working with others, being a part of sports team.

1. Problem Solving – being able to find solutions with difficulties or setbacks. Using logic to figure things out.

Examples: conducting research for a project, dealing with complaints, solving something that has been elusive.

1. Initiative – ability to think creatively and make improvements to the way things are. Doing things without being asked.

Examples: approaching teachers to offer assistance, setting up your own venture, making or changing the way things are done because you see improvements.

1. Planning – organizing what needs to be done for any project, job etc and how it will be done. Meeting deadlines.

Examples: use of organizer/planner, creating your own itinerary, managing your time with various commitments, helping organize some event

1. Technology – able to use computers and various applications

Examples: using software for other than person reasons such as social media, video editing, blogging.