



Do you realize that you already have great job skills?

The things you like about yourself, the things you do all the time – these are the basics of great job skills.

Whether you're writing a resume or getting ready for an important job interview, this list can help!

Skills Building

*career*tech

If you...

Say this to an employer...

... enjoy playing fast paced, exciting games like laser tag or video games...



I am observant and react quickly. I work well under pressure.

...believe in committing your enthusiasm and energy to everything you do...



I have a positive attitude and am eager to take on new experiences.

...believe that practice makes perfect...



I am persistent, determined, motivated and goal-oriented.

... like to completely finish what you start, whether playing a game or completing an assignment ...



I focus well on my tasks and get a lot of satisfaction out of completing them well.

...enjoy sharing your personal experiences and ideas with others...



I communicate well and am able to interact well with others.

...usually take the lead with your friends and co-workers or have acted as a team captain or group leader...



I have demonstrated leadership ability.

...know what you want and aren't afraid to speak up for yourself...



I am determined, direct and assertive.

...enjoy participating in group activities like team sports or social clubs...



I am a team player and work well co-operating with others.

...make a mistake, you admit it and look for a solution...



I take responsibility for my actions and am solutions-oriented.

If you...

...get good grades or work evaluations and participate in a lot of activities...



Say this to an employer...

I manage my time well and can concentrate on multiple projects at once.

...like to come up with your own ideas and follow-through to the completion of the job without a lot of supervision...



I am self-directed and able to take the initiative.

...when borrowing things you always return them on time and in good condition...



I am responsible and considerate.

...are a good listener and help your friends work through their problems and make important decisions...



I can understand many different points of view and have excellent problem-solving skills.

...always hand your school or work assignments in on time and never keep people waiting...



I have good time management skills and am punctual.

...have childcare experience and have a lot of responsibility at home...



I am trustworthy and appreciate the importance of responsibility.

...like to make a personal statement with your fashion and style...



I am innovative, dynamic and confident.

...are confident speaking with your group of friends and also out in front of a large crowd...



I am self-assured and have excellent presentation ability. I enjoy speaking in public.

...love books and read everything you can get your hands on...



I love reading and learning new things.

If you...

Say this to an employer...

...enjoy the company of people from many different groups of society...



I interact well with diverse cultures.

...enjoy camping and wilderness activities...



I am adaptable and self-sufficient.

...keep your personal possessions tidy and organized, with systems you designed...



I am orderly and methodical. I have strong organizational skills.

...always give others your full concentration when they are speaking to you...



I am attentive and understand the importance of listening.

...feel strongly about the look and feel of your personal space and work hard to ensure that its design reflects your personality...



I have a flair for design. I am original and take initiative in the things I do.

...have ever participated in volunteer work...



I believe it is important to contribute to the community as well as develop my own skills.

...are athletic and focus a lot of time and effort on sports or training...



I am very task-oriented and focused.

...excel at math and feel comfortable working with numbers...



I am precise and analytical.

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