

SKILL BUILDING

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 preparing for a job interview, this list can help! Be sure to think of examples from your own life that you are willing to share. For example, "I am determined and goal-oriented; I have started my own lawn care business, created business cards and promoted my business on various social media outlets."



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...	Say this to an employer...
...get good grades or work evaluations and participate in a lot of activities...	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.

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HOW TO DISPLAY YOUR SKILL SET IN AN INTERVIEW

Developing your Skill Set

No matter what career path you take, it is important to examine your skills and think of how they translate into the job you are seeking. To have success on the job, you must know and use your knowledge, skills and abilities.

- The **knowledge** you possess comes from what you have learned through education and your work experience.
- **Ability** simply means that you have the aptitude and skill set to complete a certain task.
In the workplace, there are two kinds of skills: technical skills and soft skills.
- **Technical skills** are specific tasks such as replacing an air conditioner, cutting someone's hair or programming a computer.
- **Soft skills** are interpersonal and thinking skills that will help you work and communicate effectively.
These soft skills can be broken down into social skills and thinking skills.

Social Skills

- **Coordinating:** To bring different ideas together for a common goal; Example: "As a health care assistant during the pandemic, we were short-staffed, so I worked with my co-workers to coordinate a feeding and dressing schedule."
- **Instructing:** Teaching others a skill or how to complete a task; Example: "In my welding class, I had the opportunity to show some of my classmates how to weld a particular piece of equipment. My instructor was happy with the work that I did, and I enjoyed teaching others."
- **Conflict Resolution:** The capability to locate the source of the problem and provide a reasonable solution; Example: "In my construction class, I had a classmate who disagreed with every idea I had on our group project. I quickly realized that I could not change his behavior, but I knew I could be empathetic, listen and incorporate his ideas. We completed the project, and now I feel more comfortable engaging in conflict resolution and working with individuals who think differently than I do."

Thinking Skills

- **Active Listening:** The ability to pay close attention to the person who is communicating with you; Example: "Previously, I worked as a stocker at our local auto parts store. Often, I had customers tell me about the problem with their car. I made sure that I was an active listener by making eye contact, showing concern, clarifying and providing feedback."
- **Critical Thinking:** Using logic and reasoning to identify the pros and cons of solutions or approaches to problems; Example: "In my volunteer work tutoring elementary aged students, I noticed that there was a student who struggled to write with a pencil. I brought the student a pencil gripper to help the student write with ease, and I communicated this with the child's parents."
- **Time management:** Managing your time and the time of others; Example: "I facilitated a meeting at which members continued to get off track, so I redirected them back to the meeting agenda for productivity and for the sake of time."

References

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