

BRIDGING EXERCISE

Name _____

Date _____

Skill Identification Exercise: Job-Related Examples

1. Review the list of job-related skills below
2. Think about times or situations when you have used each skill, and note that example in the right-hand column
3. Use this worksheet to develop content for your resume, and to prepare for career fairs and interviews

Skill	Example (job, academic and/or volunteer experience)
The ability to solve problems (related to your major or concentration if possible)	
Strong hands-on mechanical skills; can take things apart and put them back together	
Strong analytical aptitude and attention to detail	
The ability to apply sound professional judgment	
The ability to use laboratory equipment to generate data and process materials	



Professional communication (written and verbal)	
Effective utilization of time and resources	
Working as part of an effective and collaborative team	
Innovation and creativity; can think of new ways to make things work more efficiently	
Strong customer-focused attitude	
The ability to manage competing priorities	
The ability to quickly learn and apply new skills	
Positive attitude / work ethic	
Dependability, reliability, and flexibility	

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Proven leadership skills	
Critical thinking; using logic to identify alternative solutions or approaches to problems	
The ability to analyze needs and product requirements to create a design or idea for a product or service that addresses those needs or requirements	
Naturally inquisitive; the ability to examine things and conceive of ways to make them better	

STRENGTHS	WEAKNESSES List 3 weakness and how you are working to overcome or improve on them