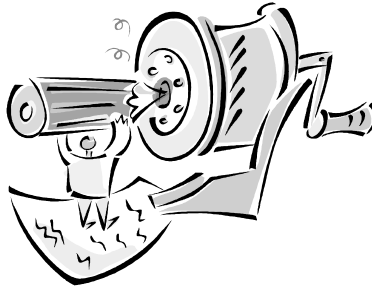

Unit 8:6 Resume Skills Sheets

Resume Skills Sheet



SKILLS

Each job has a set of skills that are required to do the work. For example, a sales clerk must know the merchandise, offer polite and efficient service, make money transactions, operate a computer (cash register), and keep the area neat, organized, and well stocked.

You must determine what skills are needed for your occupation. To do so, log onto <http://www.dol.gov>. Click on Occupational Outlook Handbook to find job descriptions for more than 200 occupations.

List the occupation you chose and at least four skills needed to be successful at that occupation.

OCCUPATION _____

Skill #1 _____

Example _____

Example _____

Example _____

Unit 8:6 Resume Skills Sheets

Skill #2 _____

Example _____

Example _____

Example _____

Skill #3 _____

Example _____

Example _____

Example _____

Skill #4 _____

Example _____

Example _____

Example _____

Details-make it shine!

Now, add details to the examples you cited. Show what you have accomplished in a way that will make an employer want to hire you. When possible, use numbers or other ways to measure what you can do. Be honest. Don't exaggerate, but don't sell yourself short. Just sell yourself!

Example: Clerk-retail sales

Skill-Math computation

- Took 3 years of college prep math-maintained B average in all classes
- Developed and followed budget for one year-budget was balanced
- Invested and maintained 401K account
- Made weekly grocery list & bought food that was within allotted budget

Print Name _____ Period _____ Date _____

Unit 8:6 Resume Skills Sheets

OCCUPATION _____

Skill #1 _____

Example _____

Example _____

Example _____

Skill #2 _____

Example _____

Example _____

Example _____

Skill #3 _____

Example _____

Example _____

Example _____

Skill #4 _____

Example _____

Example _____

Example _____

Unit 8:6 Resume Skills Sheets

Memory Jog

Have you used a skill in any of these settings/situations :

- in a current or former job
- in a part-time, weekend, or summer job
- in volunteer, charitable, or civic work
- as part of a group or team
- in a hobby, talent, or recreation
- in a family project or responsibility
- when solving a problem
- when working with money
- when working with people
- when working with tools or machines
- when working with ideas
- when working with data
- in something you created, designed, or built
- in something you managed, led, or improved
- in something you operated or repaired
- in something you failed to accomplish

Powerful key words

Achieved	Adapted	Advised	Assisted
Built	Completed	Controlled	Convinced
Coordinated	Created	Decided	Delivered
Designed	Developed	Directed	Equipped
Established	Evaluated	Experienced	Generated
Guided	Handled	Improved	Initiated
Learned	Led	Maintained	Managed
Operated	Organized	Performed	Persuaded
Planned	Processed	Produced	Reduced
Repaired	Researched	Served	Set up
Sold	Supervised	Taught	Trained
Treated	Wrote		

Unit 8:6 Resume Skills Sheets

Resume Skills Sheet Rubric

	4	3	2	1
	Exemplary. Ready to show your stuff.	Nice work. Exceeds criteria.	Passable. Review and practice.	Not acceptable. Follow listed suggestions.
Skill				
Examples				
Details				
Skill				
Examples				
Details				
Skill				
Examples				
Details				
Skill				
Examples				
Details				
Total				

Comments/Suggestions:
