

Name

Date

Skills

When you are looking for a job, some of the first questions asked are “What skills do you have?” and “What can you contribute to this company?”

To answer these questions, you need to understand that a skill is a task or activity you can do well. It is common for people to think they have few or no skills. You have many skills, even if you have very little or no formal training. Many people believe they need specialized or formal training to obtain skills, but people develop skills while doing daily activities. Your skills may even be part of your personality or the natural abilities that you were born with.

SCANS, the Secretary’s Commission on Achieving Necessary Skills, is a group of representatives from education, business, labor, and government fields. This group worked with the U.S. Department of Labor to identify the skills needed for workplace success. SCANS identified three main types of skills necessary for the workplace — basic skills, thinking skills, and personal qualities.

- **Basic Skills** — reading, writing, mathematics, speaking, and listening
- **Thinking Skills** — thinking creatively, making decisions, solving problems, visualizing, knowing how to learn, and reasoning
- **Personal Qualities** — individual responsibility, self-esteem, sociability, self-management, and integrity

These three types of skills are generally developed throughout your educational career.

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Some skills are also gained from your hobbies, interests, extracurricular activities, volunteer work, and part-time jobs. It is important to evaluate your activities and identify the skills you have learned from them. Many things you do are skills, even though you may not realize it. Using the three types of skills identified by SCANS and experiences from your daily activities, you should be able to identify specific skills you have. Below is a list of examples.

- Communicate Verbally
- Help Others
- Manage/Handle Money
- Work With People
- Manage Your Time
- Organize Your Personal Items
- Self-Motivate
- Work With Computers
- Work With Tools and Machines
- Repair Things
- Communicate in Writing
- Convince People to Do Things
- Drive a Vehicle
- Listen to People
- Work With Animals
- Solve Problems
- Learn Quickly
- Be Honest
- Be Punctual
- Get Things Done on Time
- Take Directions From Others

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Using the types of skills identified by SCANS, the specific skills listed on the previous page, and your personal experiences, identify three skills you have.

1. _____
2. _____
3. _____

After you identify your skills, it is important to be able to prove that you truly have these skills. Think of specific examples from your life experiences that provide evidence that you possess these skills.

Example:

Skill: Work Hard

I am a hardworking person because I go to school on a full-time basis, hold a part-time job, and am involved in several extracurricular activities at school. I am a junior in high school and currently have a "B-" average. I work on the weekends (approximately 12 hours) at Fleet Farm, where I am a stocker. I have held this job for eight months. After school during the week, I play on the football and basketball teams. I have been a varsity starter in both sports for the past year. To improve my performance in athletics, I also participate in a weight-training program during the off-season.

For each skill you identified above, give examples that prove that the person has the skill. The more specific you are, the stronger your proof will be.

1. Skill _____

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2. Skill _____

3. Skill _____

Being able to give actual examples of your skills is very important. It is essential for you to be able to communicate your skills during an interview. If you can describe the skills you possess, you are more likely to get a job.

Remember, many jobs do require specific skills. For some jobs, you may need to get formal training and a degree to show that you are qualified. When completing your career research, be sure to identify the required skills for the career you are interested in.