

Journal Entry #18 Assignment (Job Skills Development and Accomplishment Statements)

Choose Your Strongest Skills:

Review the chart below and each of the Transferable Skills in the left column. Which ones can you claim as your strengths? Choose 2-3 of your strongest skills and write down a few specific examples (duties/assignments/activities) to show that you developed and displayed these skills in the past. The examples you recall can be integrated into your resume.

Skills Resources:

As you complete the worksheet, you may want to consider a wide variety of experiences, such as: Part-time or Full-time Employment, Conference Attendance, Leadership Roles, Summer Jobs, Student Clubs, Coursework, Athletics, Military Service, Internships, Group Projects, Research, Hobbies, Specialized Training, Volunteering, and Study Abroad.

Transferable Skills	Specific examples (duties/assignments/activities) to show that you developed and displayed these skills
Leadership & Initiative	
Teamwork	
Written & Verbal Communication Skills	
Problem Solving Skills	<ul style="list-style-type: none">Troubleshoot issues throughout the design process as well as during and after implementation
Detail-Oriented	
Professionalism & Work Ethic	<ul style="list-style-type: none">Be well versed in the latest development methodologies like Agile, Scrum, DevOps, and test-driven development
Interpersonal Skills	
Analytical Skills	<ul style="list-style-type: none">Ability to solicit and listen to critical feedback to improve forecast, while simultaneously demonstrating confidence in numbers and analysis
Flexibility/Adaptability	
Technical & Computer Skills	<ul style="list-style-type: none">Full-stack development, deployment, and testing in at least one modern web platform

Accomplishment Statements:

Use 5 tips for writing accomplishment statements listed on page 10 in Sac State Career Center Handbook to help you transfer the specific examples into your accomplishment statements:

List of Duties/Assignments/Activities	Accomplishment Statements
After school admin support	<ul style="list-style-type: none">Provided academic support for 30+ primary students through comprehensive after-school program.Streamlined ordering through the use of Python code and structured forums, decreasing wait time from 6 to 2 days
Intern lead	<ul style="list-style-type: none">Trained 20+ new intern in Intel company procedures over a 3-week periodSupervised the implementation of new computer filing system that reduced paper use by 35%
IT Support Desk – Student Support	<ul style="list-style-type: none">Provided quality customer service by handling customer questions, complaints, and problem solving to a positive resolution