**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 |  |
| Detail-Oriented |  |
| Professionalism & Work Ethic |  |
| Interpersonal Skills |  |
| Analytical Skills |  |
| Flexibility/Adaptability |  |
| Technical & Computer Skills |  |

**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 |
|  |  |
|  |  |
|  |  |

Adapted from ASU Career Services http://nau.edu/career