# The Bridging Exercise Part 1

**NAME:**

|  |  |
| --- | --- |
| **EDUCATION: UMass Lowell** | |
|  | |
| WHAT YOU LIKE(D) | WHAT YOU DISLIKE(D) |
| **EDUCATION: HIGH SCHOOL** | |
|  | |
| WHAT YOU LIKED | WHAT YOU DISLIKED |
| **PREVIOUS JOBS** | |
|  | |
| WHAT YOU LIKE(D) | WHAT YOU DISLIKE(D) |

# Skill Identification Exercise:

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, as well as to prepare for career fairs and interviews

|  |  |
| --- | --- |
| **Skill** | **Example (job, academic and/or volunteer experience)** |
|  |  |
| 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 judgement |  |
| The ability to use laboratory equipment to generate data and process materials and/or the ability to do research to generate data and credible insights |  |
| 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 |  |
| 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 of your weakness with how you overcome/better prepare |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# The Bridging Exercise Part 2

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

For this part of the Bridging Exercise, you’re going to tighten your focus. Instead of thinking about your skills in general, you’re going to see how they apply to a specific job description. For this segment, you may find it helpful to print out your resume and job description, comparing them both side by side. This will help you “bridge” between what the company is seeking for that specific job and what skills YOU have that are most relevant to THAT job. This will help you complete the tables that follow.

You’ll also notice a section in which you are asked to come up with PARK statements. This is something that UMass Lowell uses to help their students take one of their “related examples” below and then organize it into a brief story for a job interview. The “PARK” acronym reminds you to make sure that your story efficiently describes a Problem, Action, Resolution, and Knowledge Gained.

# Company Specifics:

|  |  |
| --- | --- |
| **Specify 3 Interesting facts about the company** | Why do you want the job? |
|  |  |
|  |  |
|  |  |

# Related Examples:

|  |  |
| --- | --- |
| Desired skill, quality, experience, interest **that is relevant to this employer for this job** | Related example(DESCRIBEWHERE & HOW YOU HAVE DEMONSTRATED THESE SKILLS) |
|  |  |
|  |  |
|  |  |
|  |  |

# PARK Statements:

PROBLEM: What problem or challenge did you face in the situation?

ACTION: What steps did you take to address that problem or challenge: What were you thinking and feeling, and, most importantly, what did you DO about the problem?

RESOLUTION: What happened? How did the problem or challenge get resolved? What was the outcome for you and others affected by the problem?

KNOWLEDGE GAINED: What did you learn from the experience? What did it teach you? What lessons did you take away here, and how do they apply to the job that you’re seeking now?

|  |  |  |  |
| --- | --- | --- | --- |
| **Problem** | Action | resolution | Knowledge Gained |
|  |  |  |  |
|  |  |  |  |