Top Ten Skills Employers Want...

1. Communication Skills (Verbal and Written)
2. Honesty / Integrity
3. Interpersonal Skills (relate well to others)
4. Strong Work Ethic
5. Teamwork Skills (work well with others)
6. Analytical Skills
7. Motivation / Initiative
8. Flexibility / Adaptability
9. Computer Skills
10. Detail Oriented

TRANSFERABLE SKILLS WORKSHEET

KEY SKILLS

____ Speaking in public
____ Solving problems
____ Planning
____ Instructing others
____ Supervising others
____ Managing people
____ Managing budgets
____ Increasing sales
____ Meeting deadlines
____ Organized
____ Accepting responsibility
____ Developing reports
____ Using a computer
____ Filing/typing
____ Bookkeeping skills
____ Using the Internet
____ Following instructions
____ Writing
____ Using statistics
____ Working with a team
____ Marketing
____ Negotiating
____ Teaching
____ Creativity
____ Communicating with others
____ Arranging social functions
____ Motivating others
____ Delegating
____ Research skills
____ Running meetings
____ Dependable
____ Trustworthy
____ Time management
____ Decisive
____ Detail oriented
____ Sense of humor

USING MY HANDS

____ Observe inspect work
____ Good with my hands
____ Assemble
____ Construct/build
____ Operate tools/machinery
____ Repairing items
____ Making items
____ Using complex equipment
____ Operate vehicles

DEALING WITH DATA

____ Analyzing data
____ Classifying data
____ Compiling data
____ Researching data
____ Data entry
____ Detail oriented
____ Auditing records
____ Evaluating data
____ Mathematic skills
____ Maintaining financial records
____ Developing databases
____ Taking inventory

SKILLS WORKSHEET

Characteristics Desired by Employers

These are personality traits that can come across in a Résumé or during the interview process. They are also characteristics vital to your success on the job.

____ Good attendance
____ Diligent
____ Arrive on time
____ Honesty
____ Get along with co-workers
____ Meet deadlines
____ Completing assignments
____ Get along with management
____ Follow instructions
____ Pride in doing a good job
____ Self-motivated
____ Reliable

Successful Workplace Characteristics

These are personality traits that can come across in a Résumé or during the interview process. They are also characteristics vital to your career success.

____ Ambition
____ Maturity
____ Problem solver
____ Results-oriented
____ Creativity
____ Persistent
____ Patience
____ Resourceful
____ Friendly
____ High motivation
____ Using your intelligence
____ Flexibility/Adaptable
____ Learning quickly
____ Appropriate sense of humor
____ Leadership
____ Enthusiasm
____ Willing to learn new things
____ Logical
____ Positive attitude

POSTING A RÉSUMÉ ONLINE

How To: Post a Résumé on the internet:

1. Go to www.careerbuilder.com, www.monster.com, or your choice of internet career posting site
2. Click on the tab that says, "**Post Résumés**"
3. Choose "**Upload your Résumé**"
4. This takes you to a page that gives you two different ways to include your Résumé.
5. You have the option to **upload your Résumé** (similar to attaching and e-mail) or **copy and paste it**. {Remember to use sans serif font such as Arial}
6. To cut and paste your Résumé First **open your Resume in Word** (File, Open, click on the Résumé document); then hold down the left button on your mouse and highlight the entire document and then click the right button on your mouse; go down to "**Copy**" then close your Résumé; then go back to the "**Paste Résumé**" box and click the right button on your mouse again, then go to "**Paste**." Your entire Résumé will appear in the box. Review your Résumé, then click, "**Continue**."
7. Then the **Personal Info screen** appears. Fill in all of the information and choose a password that you will use to access your CareerBuilder account in the future. All fields with an orange star next to them are required fields and you will have to complete them to move to the next screen. Click "**Continue**" after the screen is complete.
8. Next you will complete the **Experience section**. Complete questions about the number of years/months of work experience. Answer all questions as accurately as possible. Once information is complete, click on "**Continue**."
9. The **Education section** is the place to enter your high school diploma, as well as any college certificates or degrees you may have earned. Once this information is complete, then click on "**Continue**."
10. Next complete the **Desired Position** section. Complete the desired salary (be open-minded and fair about this, or you might not get any phone calls from employers – you can leave this question blank), type of employment you seek (full or part-time, etc) and if you are willing to travel or relocate. After completing this information, click on "Continue."
11. The final screen is the **Review and Submit** section. It allows you to look over all the information that you have entered so far, review and make changes and corrections. Once everything looks correct, click on "**Save**" at the end of the page.
12. You should receive a **confirmation** stating that your Résumé has been saved to your CareerBuilder account. Once you see this confirmation, you have completed your Résumé and can search for jobs or exit the website.

"THE NAME SAYS IT ALL"

Have the members write their name on a piece of paper. Ask them to create words describing their personality or work traits utilizing every letter in their name.

For example, the name Mary could be:

coMpetent

creAtive

oRganized

sportY

or the name Louis could be:

Leader

Optimistic

enthUsiastic

intellIgent

superSavvy

COVER LETTER

Nina M. Gardner
1234 Wayman Street
New York, NY 02214
Home:(999) 123-4567 Cell: (999)987-6543
ninamgard@whoohoo.com

January 12, 2010

National Savings and Loan Bank
Human Resources Department
Box 1111
c/o New Job Times
New York, NY 02114

Dear Employer:

The accompanying Resume is in response to your recent listing in the Sunday edition of the *New Job Times* for a Head Teller at National Savings and Loan Bank. If you are looking to hire someone who is reliable, organized, hardworking, and adaptable, then I am your candidate. I am very interested in this position and would appreciate your review of my qualifications.

As noted on my Resume, I have previous experience as a Teller for Company Two Savings Bank. My responsibilities included processing financial transactions, solving customer problems, producing the end-of-day proof and training new Tellers.

I welcome the opportunity to further discuss my qualifications with you, as I know that my skills and work experience would be an asset to your company. You may contact me at my home number, (772) 337-2929, or my cellular number (772)333-3030.

Thank you for your time and consideration.

Sincerely,

Nina M. Gardner

Nina M. Gardner

Enclosure: Résumé

COVER LETTER STYLE GUIDE

Cover Letter Components

1. Your name and address (personal stationary is acceptable)
2. The date you are writing the letter
3. The address of the employer as contained in the ad (if not listed, contact the company for the address)
4. A salutation
5. A first paragraph stating the purpose of the letter
6. A paragraph containing your qualifications and career highlights
7. A paragraph stating your interest in the job and the best way you can be contacted
8. A final paragraph thanking them for their time and consideration
9. A closing (i.e. sincerely)
10. Your name with space for your signature between the closing and typed name
11. A notation that your Résumé is enclosed

An effective cover letter should accomplish the following:

1. **Introduce yourself and your reason for writing**. Get the reviewer's attention and say precisely why you have submitted your Résumé.
2. **Sell yourself**. Briefly state the skills you possess which will specifically meet the employer's needs. Highlight how you will use your skills and experience to benefit the company.
3. **Make a plan**. Give correct contact information and how to reach you. Indicate that you will follow up if you do not hear from them. Be assertive but polite.

Your letter is an example of how well you communicate your talent!

1. Personalize the letter. Address your cover letter to the individual responsible for hiring the position. If not known, address the letter to "Dear Employer or Dear Sir or Madam." Do not use, "To Whom it may concern."

2. Be specific, efficient and natural. Use simple language and sentence structure. Be concise. Use action words like you use in your Résumé. Make your letter answer the question, "Why should I hire this person?

3. Be professional, positive and confident. Be confident by choosing positive words. Keep all negative comments out of your cover letter. Explain why you find the company attractive.

4. Type your cover letter and proofread and before sending. Carefully read each letter, checking for grammar and spelling mistakes. Have others review your Résumé for errors. Be sure to sign the letter.