

What Can I Say? Skills!

You learn skills by: 1) taking skills classes; 2) working with a mentor (wise teacher of the skill) such as your uncle who teaches you his cabinet making skills; and 3) learning a skill on your own such as learning Spanish from your neighbors. Skills show that you are a special person who has: a) taken the initiative (enthusiastically begun and completed a task); b) used your time wisely; and c) used your energy to learn a skill. When you list your skills on a resume, it shows the employer that you: 1) enjoy learning, 2) are successful at learning, and 3) bring extra skills to the job.

What do you say to define your skills on a resume? Here are some ideas:

Skills & Awards — Elective Classes

- a) School Newspaper Staff, 2 years
- b) Completed electives in Wood, Metal, Drafting, and Electronics
- c) Completed Spanish Classes I-IV. Bilingual in English and Spanish
- d) Advanced Placement Classes in English. Honors class in Algebra
- e) Completed 2 years of Debate classes. Member of Careerville High School Debate Team
- f) Peer Counselor for two years. Trained in conflict resolution, drug awareness, personal counseling

Skills & Awards — Job Training Classes

- g) Food Handler's Card, June, 2018
- h) Typing Speed, 45 words per minute
- i) Certificate of Completion in Automotive Engine Repair, June 2018
- j) Wood and Cabinet Making Certificate. Honorable mention in Cabinetmaking, County Fair, 2018
- k) Certificate in Welding Technology.
- l) Completed classes in Computer Aided Drafting. Second Place in Careerville Drafting Contest, 2018
- m) Passed Safety Test in Wood and Metal Technology.
- n) Nursing Assistant Certificate from Careerville Training Center. Internship at Shady Grove Hospital

Skills & Awards — Computer Classes

- o) Completed classes in Website Design from Careerville Vocational Training Center, 2018
- p) Completed class in Microsoft Word, Excel, and PowerPoint, 2018
- q) Completed classes in Graphic Design using Photoshop and InDesign, 2018
- r) Earned A+ Certification in PC Repair, 2018



QUICK CHECK:

1. List 3 ways you can learn skills.
2. Having skills shows that you are a special person who has done what 3 things?
3. Define "initiative."
4. List 3 things it shows an employer when you list your skills on a resume.
5. Write down an example from Skills & Awards lists (a to r above) that show employers that the job seeker has:
 - a) Teamwork skills (Clue: Debate?).
 - b) Listening and speaking skills.
 - c) Human relations skills (ability to talk to and get along with people).
 - d) Manual dexterity skills (ability to use hands and fingers to make something).
 - e) Critical thinking skills (can solve problems).
 - f) empathy skills (understand how others think and feel).
 - g) Technical skills.
 - h) Safety skills.
6. List one or more classes you are currently taking or completed that you may use on your resume from each area:
 - a) Elective Classes.
 - b) Job Training Classes.
 - c) Computer Classes.