Think back to Module 3. You highlighted some of your skills that would help your references describe you better. The following is a more detailed list of ways of describing your unique skills and skillsets. **Highlight any skills that you could use in the development of your resume.**

***The information below is from The Conference Board of Canada, 2019***

*The skills you need to enter, stay in, and progress in the world of work – whether you work on your own or as part of a team. T*hese skills can also be applied and used beyond the workplace in a range of daily activities.

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| **Fundamental Skills**  **The skills needed as a basis for further development.** | **Personal Management Skills**  **The personal skills, attitudes and**  **Behaviours that drive one’s potential for growth** | **Teamwork Skills**  **The skills and attributes needed to contribute productively** |
| *You will be better prepared to progress in the world of work when you can:*  **Communicate**   * read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams) * write and speak so others pay attention and understand * listen and ask questions to understand and appreciate the points of view of others * share information using a range of information and communications technologies (e.g., voice, e-mail, computers) * use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas   ***Manage Information***   * locate, gather and organize information using appropriate technology and information systems * access, analyze and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities)   ***Use Numbers***   * decide what needs to be measured or calculated * observe and record data using appropriate methods, tools and technology * make estimates and verify calculations   ***Think & Solve Problems***   * assess situations and identify problems * seek different points of view and evaluate them based on facts * recognize the human, interpersonal, technical, scientific and mathematical dimensions of a problem * identify the root cause of a problem * be creative and innovative in exploring possible solutions * readily use science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions * evaluate solutions to make recommendations or decisions * implement solutions * check to see if a solution works, and act on opportunities for improvement | *You will be able to offer yourself greater*  *possibilities for achievement when you can:*  ***Demonstrate Positive Attitudes & Behaviours***   * feel good about yourself and be confident * deal with people, problems and situations with honesty, integrity and personal ethics * recognize your own and other people’s good efforts * take care of your personal health * show interest, initiative and effort   ***Be Responsible***   * set goals and priorities balancing work and personal life * plan and manage time, money and other resources to achieve goals * assess, weigh and manage risk * be accountable for your actions and the actions of your group * be socially responsible and contribute to your community   ***Be Adaptable***   * work independently or as a part of a team * carry out multiple tasks or projects * be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done * be open and respond constructively to change * learn from your mistakes and accept feedback * cope with uncertainty   ***Learn Continuously***   * be willing to continuously learn and grow * assess personal strengths and areas for development * set your own learning goals * identify and access learning sources and opportunities * plan for and achieve your learning goals   ***Work Safely***   * be aware of personal and group health and safety practices and procedures, and act in accordance with them | *You will be better prepared to add value to the outcomes of a task, project or team when you can:*  ***Work with Others***   * understand and work within the dynamics of a group * ensure that a team’s purpose and objectives are clear * be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others in a group * recognize and respect people’s   diversity, individual differences and perspectives   * accept and provide feedback in a   constructive and considerate manner   * contribute to a team by sharing   information and expertise   * lead or support when appropriate, motivating a group for high performance * understand the role of conflict in a group   to reach solutions   * manage and resolve conflict when appropriate   ***Participate in Projects & Tasks***   * plan, design or carry out a project or task from start to finish with well-defined objectives and outcomes * develop a plan, seek feedback, test, revise and implement * work to agreed quality standards and specifications * select and use appropriate tools and technology for a task or project * adapt to changing requirements and information * continuously monitor the success of a project or task and identify ways to improve   The Conference Board of Canada  255 Smyth Road, Ottawa  ON K1H 8M7 Canada  Tel. (613) 526-3280  Fax (613) 526-4857  Internet:  [**www.conferenceboard.ca/education**](http://www.conferenceboard.ca/education) |

**Reflect: How will you use your employability skills to market yourself?**