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

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