



Document Your Skills

Worksheet

Name: _____

Sometimes, even at the beginning of our careers, we don't realize how many skills we have acquired already. In the course of activities such as school projects, volunteer work, hobbies, sports, and part-time or short-term employment, you have likely developed many skills that will prove valuable in the workplace. This worksheet helps you discover the skills you've perfected through your activities, and guides you in drafting demonstration statements that you can use in resumes or interviews. Print as many of these sheets as you require.

Activity	
Date	
Setting	

Self-Reflection

1. Describe the activity e.g. summer job as store room clerk	
2. Describe some of your important responsibilities e.g. implementing a new inventory system	
3. List the steps you took to complete the activity e.g. carefully thought through necessary steps; reviewed my tentative plan with key personnel; involved staff in project	
4. What tools, equipment, and materials did you use? e.g. data processing software, presentation software	
5. How did you work with data, numbers, or information? e.g. drafted timeline; staff info sheets; project checklist	
6. Did you have to find ways to solve a problem? e.g. came up with alternative tasks for work interruptions	
7. In what ways did you work with people? e.g. via presentations/consultations, involved whole team	
8. What employability skills did you use? e.g. organization, teamwork and interpersonal skills	
9. What did you learn as you went through the process of completing this work? e.g. staff should feel involved in major changes	
10. What were the results and quality of your completed work? How did you feel about them? e.g. changeover completed on time, \$14,000 total cost savings	

Document a Key Skill – Demonstration Statement

<p>Write your demonstration statement based on the elements you collected above. e.g. <u>Excellent organisational skills</u></p> <p>In my last job, I had responsibility for implementing the new inventory system. First, I carefully thought through the steps necessary. Using presentation software, I then reviewed my tentative plan with key personnel for their input. I developed a timeline, drafted staff information sheets, and designed a project checklist with data processing software. The project went smoothly, with complaints from staff about work interruptions minimized by replacement tasks I devised. The changeover was completed on time allowing us to quickly realize a cost savings of \$14,000.</p>	
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