



Skill Building

Do you realize that you already have great job skills?

The things you like about yourself, the things you do all the time – these are the basics of great job skills.

Whether you're writing a resume or getting ready for an important job interview, this list can help!



South Carolina Occupational Information System

<i>If you...</i>	<i>Say this to an employer...</i>
... enjoy playing fast paced, exciting games like laser tag or video games...	I am observant and react quickly. I work well under pressure.
...believe in committing your enthusiasm and energy to everything you do...	I have a positive attitude and am eager to take on new experiences.
...believe that practice makes perfect...	I am persistent, determined, motivated and goal-oriented.
... like to completely finish what you start, whether playing a game or completing an assignment ...	I focus well on my tasks and get a lot of satisfaction out of completing them well.
...enjoy sharing your personal experiences and ideas with others...	I communicate well and am able to interact well with others.
...usually take the lead with your friends and co-workers or have acted as a team captain or group leader...	I have demonstrated leadership ability.
...know what you want and aren't afraid to speak up for yourself...	I am determined, direct and assertive.
...enjoy participating in group activities like team sports or social clubs...	I am a team player and work well co-operating with others.
...make a mistake, you admit it and look for a solution...	I take responsibility for my actions and am solutions-oriented.

<i>If you...</i>	<i>Say this to an employer...</i>
...get good grades or work evaluations and participate in a lot of activities...	I manage my time well and can concentrate on multiple projects at once.
...like to come up with your own ideas and follow-through to the completion of the job without a lot of supervision...	I am self-directed and able to take the initiative.
...when borrowing things you always return them on time and in good condition...	I am responsible and considerate.
...are a good listener and help your friends work through their problems and make important decisions...	I can understand many different points of view and have excellent problem-solving skills.
...always hand your school or work assignments in on time and never keep people waiting...	I have good time management skills and am punctual.
...have childcare experience and have a lot of responsibility at home...	I am trustworthy and appreciate the importance of responsibility.
...like to make a personal statement with your fashion and style...	I am innovative, dynamic and confident.
...are confident speaking with your group of friends and also out in front of a large crowd...	I am self-assured and have excellent presentation ability. I enjoy speaking in public.
...love books and read everything you can get your hands on...	I love reading and learning new things.

<i>If you...</i>	<i>Say this to an employer...</i>
...enjoy the company of people from many different groups of society...	I interact well with diverse cultures.
...enjoy camping and wilderness activities...	I am adaptable and self-sufficient.
...keep your personal possessions tidy and organized, with systems you designed...	I am orderly and methodical. I have strong organizational skills.
...always give others your full concentration when they are speaking to you...	I am attentive and understand the importance of listening.
...feel strongly about the look and feel of your personal space and work hard to ensure that its design reflects your personality...	I have a flair for design. I am original and take initiative in the things I do.
...have ever participated in volunteer work...	I believe it is important to contribute to the community as well as develop my own skills.
...are athletic and focus a lot of time and effort on sports or training...	I am very task-oriented and focused.
...excel at math and feel comfortable working with numbers...	I am precise and analytical.
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