



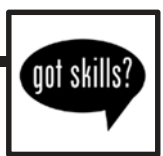
got skills?

# Career Skills Toolkit

## Student Resources

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# Career Skills Toolkit Introduction

Skills development is an important part of goal achievement, whether the goal is employment, graduate school or other personal life destinations. Students gain a tremendous amount of skills and experience through classwork, campus involvement, volunteer work, internships and on campus jobs.

ODU wants all students to understand and articulate the career skills they have gained and how to transfer them onto a resume and into a career.

This "toolkit" provides information regarding the top ten skills preferred by employers and how to build them through co-curricular experiences.

## **So what are the "Top 10" Skills Employers are looking for?**

1. Work in a team structure
2. Make decisions and solve problems
3. Verbally communicate with persons inside and outside the organization
4. Analyze quantitative data
5. Technical knowledge of the job
6. Plan, organize and prioritize work
7. Obtain and process information
8. Proficiency with computer software programs
9. Create and/or edit written reports
10. Sell or influence others

\*Source: NACE Job Outlook 2015

# Examples of Career Skills

Listed below are the Top 10 skills preferred by employers. Under each one are examples of tasks or experiences students may have acquired or used that exhibit each skill.

**Looking at this list...what skills have you acquired?**

## 1. Work in a team structure

- Delegating
- Running a Meeting
- Fundraising
- Working Collaboratively with People from Different Backgrounds

## 2. Make decisions and solve problems

- Customer Service Skills
- Event Planning
- Formulating Policies or Procedures
- Leadership Positions within a Student Organization

## 3. Verbally communicate

- Communication skills
- Listening Skills
- Public speaking
- Translating
- Communicating across cultures

## 4. Analyze quantitative data

- Analytical and Research Skills
- Budgeting
- Computing Quantitative Data
- Financial Transactions
- Gathering Information in a Systemic way
- Synthesizing Information
- Quantitative Reasoning Counseling (data interpretation and analysis)

## 5. Technical knowledge

- Comprehension of Technical Manuals
- Working with Scientific Equipment
- Major-Specific Skills

## 6. Plan, organize and prioritize work

- Adaptability
- Determination
- Goal setting
- Motivation
- Organization
- Persistence
- Time Management
- Working with deadlines

## 7. Obtain and process information

- Record Keeping
- Critical Thinking Skills
- Reading Handbooks

## 8. Proficiency with computing software

- Microsoft Office
- Use of Leo Online
- Use of Monarch Link
- Use of Career Link
- Use of any specific software
- Blackboard
- Social Media

## 9. Create or edit reports

- Class reports
- Incident reports
- Editing papers
- Creating and/or Editing Newsletters

## 10. Sell or influence others

- Multicultural Sensitivity
- Negotiating
- Responsive
- Selling Products
- Recruiting Members
- Volunteer Management
- Supervising
- Interpersonal Skills

# Examples of Student Opportunities and Associated Career Skills

What skills have I gained being a student leader? Where have I gained these skills?

## Being a Resident Assistant

- Plan, organize, & prioritize work
- Verbally communicate
- Make decisions and problem solve
- Create and edit written reports
- Ability to work in a team
- Obtain and process information
- Computer software proficiency

## Student Organization Membership

- Sell or influence others
- Plan, organize, and prioritize work
- Ability to work in a team
- Technical knowledge of the job

## Being in a Greek Organization

- Ability to work in a team
- Verbally communicate
- Create and edit written reports
- Make decisions and problem solve
- Sell or influence others

## On-Campus Job

- Computer software proficiency
- Analyze quantitative data
- Verbally communicate
- Create and edit written reports

## Internship

- Make decisions and problem solve
- Plan, organize, and prioritize work
- Obtain and process information
- Analyze quantitative data
- Sell or influence others

## Intramural Athletics/Club Sports

- Ability to work in a team
- Verbally communicate
- Make decisions and problem solve
- Plan, organize, and prioritize work

## Community Service

- Ability to work in a team
- Make decisions and problem solve
- Plan, organize, and prioritize work

## Classwork

- Obtain and process information
- Plan, organize, and prioritize work
- Analyze quantitative data
- Computer software proficiency
- Create and edit written report

### Think about it this way...

What do you DO that makes your college experience better for yourself and others? How do you do it? Could you use the same skill in your future career?

# Examples of Career Skills Clearly Articulated

What types of positions or memberships will demonstrate the skills employers want? How can I articulate the skills I've gained during these experiences? Here are some examples:

## 1. Work in a team structure

- **Resident Assistants** work together to create a safety program to educate their residents on walking at night.
- The **President of the Club Rugby Team** delegates the design of new team jerseys to a teammate who is majoring in graphic design.

## 2. Make decisions and solve problems

- **Senators in Student Government** collaborate with the dining office to decide on new offerings in the student center.
- The **treasurer of a fraternity** enacts a new plan to collect dues more efficiently.

## 3. Verbally communicate

- **Campus tour guides** give presentations to perspective students.
- Completing **the Office of Intercultural Relations' Diversity Institute** to develop cross-cultural understanding.

## 4. Analyze quantitative data

- **Marine Biology students** track the increase of bacteria in the Chesapeake Bay.
- **The Relay for Life committee** coordinates the fundraising efforts of student organizations for cancer research.

## 5. Technical knowledge

- **Trip leaders for the Outdoor Adventure Program** lead peers on overnight camping trips.
- **Modeling and Simulation students** construct new virtual reality technologies during an internship at NASA.

## 6. Plan, organize and prioritize work

- **Sorority sisters** develop academic goal sheets and study hours to raise the group's overall GPA.
- **Resident Assistants** complete 24 hour emergency response shifts.

## 7. Obtain and process information

- **History students** create a display on the progression of ODU's mascot since 1930 for the University Libraries.
- **Student Entrepreneurs** collect information on customer acquisition for their small business ventures.

## 8. Proficiency with computing software

- **Graphic Designers** for the Student Recreation Center use Adobe software to create fliers for new exercise classes.
- **ODU Out** uses social media to promote their annual event Pride Fest.

## 9. Create or edit reports

- **Student Recreation Center employees** write incident reports and maintenance requests.
- **Student tutors** work with their peers to edit papers for class.

## 10. Sell or influence others

- **Greek Organizations** recruit new members each semester or annually.
- **The Environmental Science Club** recruits and manages volunteers for a river clean up project.

# Examples of Action Words

Try boosting your skills articulation with the following action words!

## Action Words

Use some of these action words in your descriptions:

### Communication/ People Skills

Addressed  
Advertised  
Arbitrated  
Arranged  
Articulated  
Authored  
Clarified  
Collaborated  
Communicated  
Composed  
Condensed  
Conferred  
Consulted  
Contacted  
Conveyed  
Convinced  
Corresponded  
Debated  
Defined  
Developed  
Directed  
Discussed  
Drafted  
Edited  
Elicited  
Enlisted  
Explained  
Expressed  
Formulated  
Furnished  
Incorporated  
Influenced  
Interacted  
Interpreted  
Interviewed  
Involved  
Joined  
Judged  
Lectured  
Listened  
Marketed  
Mediated  
Moderated  
Negotiated  
Observed  
Outlined  
Participated  
Persuaded  
Presented  
Promoted  
Proposed  
Publicized  
Reconciled  
Recruited  
Referred  
Reinforced  
Reported  
Resolved  
Responded  
Solicited  
Specified  
Spoke  
Suggested

Summarized  
Synthesized  
Translated  
Wrote

### Creative Skills

Acted  
Adapted  
Began  
Combined  
Composed  
Conceptualized  
Condensed  
Created  
Customized  
Designed  
Developed  
Directed  
Displayed  
Drew  
Entertained  
Established  
Fashioned  
Formulated  
Founded  
Illustrated  
Initiated  
Instituted  
Integrated  
Introduced  
Invented  
Modeled  
Modified  
Originated  
Performed  
Photographed  
Planned  
Revised  
Revitalized  
Shaped  
Solved

### Data/Financial Skills

Administered  
Adjusted  
Allocated  
Analyzed  
Appraised  
Assessed  
Audited  
Balanced  
Budgeted  
Calculated  
Computed  
Conserved  
Corrected  
Determined  
Developed  
Estimated  
Forecasted  
Managed  
Marketed  
Measured

Netted  
Planned  
Prepared  
Programmed  
Projected  
Qualified  
Reconciled  
Reduced  
Researched  
Retrieved

### Helping Skills

Adapted  
Advocated  
Aided  
Answered  
Arranged  
Assessed  
Assisted  
Clarified  
Coached  
Collaborated  
Contributed  
Cooperated  
Counseled  
Demonstrated  
Diagnosed  
Educated  
Encouraged  
Ensured  
Expedited  
Facilitated  
Familiarized  
Furthered  
Guided  
Helped  
Insured  
Intervened  
Motivated  
Prevented  
Provided  
Referred  
Rehabilitated  
Represented  
Resolved  
Simplified  
Supplied  
Supported  
Volunteered

### Management/ Leadership Skills

Administered  
Analyzed  
Appointed  
Approved  
Assigned  
Attained  
Authorized  
Chaired  
Considered  
Consolidated  
Contracted  
Controlled

Converted  
Coordinated  
Decided  
Delegated  
Developed  
Directed  
Eliminated  
Emphasized  
Enforced  
Enhanced  
Established  
Executed  
Generated  
Handled  
Headed  
Hired  
Hosted  
Improved  
Incorporated  
Increased  
Initiated  
Inspected  
Instituted  
Led  
Managed  
Merged  
Motivated  
Navigated  
Organized  
Originated  
Overhauled  
Oversaw  
Planned  
Presided  
Prioritized  
Produced  
Recommended  
Reorganized  
Replaced  
Restored  
Reviewed  
Scheduled  
Secured  
Selected  
Streamlined  
Strengthened  
Supervised  
Terminated

### Organizational Skills

Approved  
Arranged  
Catalogued  
Categorized  
Charted  
Classified  
Coded  
Collected  
Compiled  
Corrected  
Corresponded  
Distributed  
Executed  
Filed

Generated  
Incorporated  
Inspected  
Logged  
Maintained  
Monitored  
Obtained  
Operated  
Ordered  
Organized  
Prepared  
Processed  
Provided  
Purchased  
Recorded  
Registered  
Reserved  
Responded  
Reviewed  
Routed  
Scheduled  
Screened  
Submitted  
Supplied  
Standardized  
Systematized  
Updated  
Validated  
Verified

### Research Skills

Analyzed  
Clarified  
Collected  
Compared  
Conducted  
Critiqued  
Detected  
Determined  
Diagnosed  
Evaluated  
Examined  
Experimented  
Explored  
Extracted  
Formulated  
Gathered  
Inspected  
Interviewed  
Invented  
Investigated  
Located  
Measured  
Organized  
Researched  
Reviewed  
Searched  
Solved  
Summarized  
Surveyed  
Systematized  
Tested

### Teaching Skills

Adapted

Advised  
Clarified  
Coached  
Communicated  
Conducted  
Coordinated  
Critiqued  
Developed  
Enabled  
Encouraged  
Evaluated  
Explained  
Facilitated  
Focused  
Guided  
Individualized  
Informed  
Instilled  
Instructed  
Motivated  
Persuaded  
Simulated  
Stimulated  
Taught  
Tested  
Trained  
Transmitted  
Tutored

### Technical Skills

Adapted  
Applied  
Assembled  
Built  
Calculated  
Computed  
Conserved  
Constructed  
Converted  
Debugged  
Designed  
Determined  
Developed  
Engineered  
Fabricated  
Fortified  
Installed  
Maintained  
Operated  
Overhauled  
Printed  
Programmed  
Rectified  
Regulated  
Remodeled  
Repaired  
Replaced  
Restored  
Solved  
Specialized  
Standardized  
Studied  
Upgraded  
Utilized



For more information visit:  
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