

What Can I Say About My Skills?

When you are able to describe skills in ways that show an employer that you can do the job, your skills can get you hired. Most people have more skills than they think. The things that you do well and the things you do all the time can be the basis of great job skills. In order to convince an employer that you have the skills to do the job, you need to define your skills. Having the right words to describe your marketable skills is necessary when you write a resume. How do you define your skills? Start here:

If this is you . . .

1. You keep your promises and do what you say you will do.
2. You can think of ten different ways to do something.
3. You have good study habits.
4. You are a video game expert and know all the right moves.
5. You practice every day at your favorite sport and make the school team.
6. You care about people, speak the truth with kindness, and are patient.
7. You are organized. Recently, you arranged your 150 videos alphabetically.
8. You like playing team sports and planning events or get-togethers.
9. You can handle chaos — your room is a mess, but you find what you want.
10. You are cool — you're a trendsetter and everyone copies your clothes and haircut.
11. You are good at talking on the phone.
12. You like trying new things.
13. You enjoy listening and talking to students from the many groups at your school.
14. You have a great love for animals and enjoy caring for them.
15. You like people, are quick-witted, and a natural at telling jokes.
16. You get to class on time and have good attendance at school.
17. You pull "all nighters" to get assignments done and on time.
18. You are up on music and know the words to most songs.
19. You always keep your room neat and never lose anything.
20. You don't panic in crisis situations when others around you do.

This is what you say on a resume . . .

- Reliable and take commitment seriously.
- Creative and have the ability to solve problems.
- Good concentration skills and always prepared.
- Anticipate problems and deal quickly with them.
- Motivated, persistent, and get the job done right.
- Tactful and skilled in human relations.
- Strong organizational skills.
- Work well as a team member and can take a leadership role when appropriate.
- Flexible and work well under pressure.
- Dynamic and a self-starter.
- Communicate well and enjoy working with people.
- Enjoy learning and adapt easily to new situations.
- Skilled in human relations and able to successfully work with different types of people.
- Responsible and complete tasks on time.
- Quick thinker with good communication skills.
- Dependable in following directions and schedules.
- Work well under pressure and always get the job done.
- Learn quickly and accurately.
- Strong planning and organizational skills.
- Able to think clearly and solve problems in stressful situations.

