Identify Your Employability Skills

## PURPOSE

Developing employability skills will aid you in confidently applying for jobs and being successful in them. For some students, it may be difficult to list skills because they feel like they are bragging, or perhaps they are not sure what skills they offer. Knowing your skills can help determine which opportunities are right for you. This exercise can inform how you market yourself to employers on your resume, cover letter and in the interview.

## ACTION

Begin by listing some of your skills, interests and personality traits.

### What are you good at?

*Tip: Identify your skills, abilities, strengths, competencies and qualification as it relates to your career field and or job.*

### What do you know about?

*Tip: Capitalize on your education by listing knowledge gained in and out of the classroom, including industry research.*

### What are you known for?

*Tip: List attributes that distinguish you apart from others. Recall positive comments shared about your professional and social self.*

### What do you stand for?

*Tip: List your values, passions, convictions, and work ethic that inform who you are as a professional.*

## NEXT STEPS

Identifying your employability skills will help you in building your professional brand. Want more support with your job search strategies? Make an appointment with an [Employment Specialist](http://www.clark.edu/careerservices).

You are now one step further in MyPlan. At this point we encourage you to discuss your progress with a faculty or staff member at Clark College; such as an Academic or Faculty Advisor, Career Services staff, or an Instructor.

It may be useful to print out and refer to this completed activity before your meeting, or email it to the staff/faculty ahead of time.