



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

If you...	Say this to an employer...
... 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.

If you...	Say this to an employer...
...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.

If you...	Say this to an employer...
...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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