

Skills Development

IDENTIFYING AND RATING YOUR SKILLS:

The National Association of Colleges and Employers (NACE) identified the top 11 employability skills that are desired by potential employers. Which ones can you claim as your strengths? Which ones do you want to develop? Examine each skill and use your experience in volunteering, coursework, hobbies, and more to uncover specific examples where you displayed these traits. The examples you recall can be integrated into your resume or as support to interview question responses.

SKILL RESOURCES:

Consider a wide variety of experiences to help you determine examples where you used the NACE skills:

Part or Full-time Employment	Summer Jobs	Athletics	Group Projects	Specialized Training
Volunteering	Student Clubs	Military Service	Research	
Study Abroad	Coursework	Internships	Hobbies	

NACE Skills	Definition	Specific Examples of Times You Used This Skill
Teamwork	Working together as a group to accomplish the group's goals, effectively using the strengths of individuals within the group	1. 2.
Decision making	Choosing between different options to best help the group to meet their goals	1. 2.
Problem solving	Finding solutions to issues that threaten the ability of the group to meet their goals	1. 2.
Workflow planning	Structuring the work of a group so there is a shared understanding among members of the group about their objectives and goals; establishing priorities for the group	1. 2.
Verbal communication	Speaking to others in large or small groups, putting abstract ideas into language others can understand	1. 2.
Information processing	Knowing where to find information and to apply critical thinking skills to evaluate this information in order to determine its credibility	1. 2.
Quantitative analysis	Understanding the meaning of numbers in a variety of contexts from managing budgets to evaluating data collected by the group	1. 2.
Career-specific knowledge	Developing skills that are necessary for one's chosen profession. This also involves identifying gaps in their skill set and identifying strategies for gaining the needed experience	1. 2.
Computer software skills	Learning to use common applications such as word processing, spreadsheets, and presentation software as well as complex or technical software applications specific to a future career	1. 2.
Writing and editing reports	Putting thoughts into writing such that other can easily understand it. The ability to write in engaging ways that make others want to read. This includes the ability to write without technical or grammatical mistakes	1. 2.
Selling and influencing	Motivating a group to do something, convincing or persuading others	1. 2.