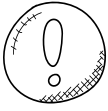# Skills Employers Want Worksheet

Instructions

This worksheet is a companion to the Skills Employers Want Activity in Moodle. It is suggested that you keep the activity instructions open in your computer as you fill in this worksheet.

Remember: *Examples provide evidence.* Employers want proof of your abilities, skills, strengths, and knowledge within your professional applications and/or career advancement. Listing your *Degree* on your resume imparts the recognition of obtaining the credential, which is an incredible achievement! However, *it does not convey or describe the specific skills that were required and/or gained* to complete each course for the credential. Be specific, and demonstrate those skills!

Develop Examples of Your Transferable Skills

First, review the list of transferable skills needed for the future:

- ☐ Problem-solving,
- ☐ Creativity,
- ☐ Workforce digital skills (e.g., Microsoft Office),
- ☐ Communication,
- ☐ Collaboration,
- ☐ Critical thinking,
- ☐ Leadership,
- ☐ Resilience,
- ☐ Service orientation/customer service,
- ☐ Stress tolerance/dealing with stress.

Second, develop an example for each skill from your academic studies at Royal Roads using the STARS format for the next three prompts. You can refer to Moodle for an example.

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1. Choose one transferable **skill that you enjoy using**:

Situation(context)/**T**asks:

Actions:

Results:

Skills demonstrated:

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2. Choose one transferable **skill you would rate yourself as "better than average" at using:**

Situation(context)/**T**asks:

Actions:

Results:

Skills demonstrated:

3. Choose one transferable **skill that you really have not become immersed in yet:**

Situation(context)/**T**asks:

Actions:

Results:

Skills demonstrated: