



## SKILLS, RESUMES & INTERVIEW PREP

Employers and recruiters look for skills on your resume. When job searching, skills can separate you from other applicants during the process and help identify you as a candidate to be interviewed.

### SKILLS

#### SOFT SKILLS

*Non-technical skills that describe how you work and interact with others.*

Collaboration  
Communication  
Creativity  
Critical Thinking  
Analytical Skills  
Professionalism  
Organizationt  
Supervision

#### INDUSTRY IN-DEMAND SKILLS

*List specific skills you possess and are necessary for success in the role you are applying to fill.*

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#### TECHNICAL SKILLS

*Job-related and necessary to complete the work.*

Managing Data  
Software Development  
Digital Security & Privacy  
Data Mining  
Computer Programming  
Video Production  
Project Management  
Post Production Editing

### SKILLS

**FILL IN THE BLANKS WITH SKILLS MENTIONED IN THE JOB DESCRIPTION. CHECK OFF THE SKILLS THAT YOU HAVE. INCLUDE THESE SKILLS WHEN BUILDING YOUR RESUME.**

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**USE ACTION VERBS TO SHOWCASE YOUR SKILLS AND EXPERIENCE FOR CATCHING THE RECRUITERS ATTENTION.**

Operated	Rehabilitated	Monitored	Programmed	Upgraded
Performed	Supported	Arranged	Administered	Regulate
Built	Represented	Maintained	Prepared	Installed
Controlled	Answered	Validated	Forecasted	Printed
Assembled	Supplied	Completed	Prepared	Installed

# PREP FOR THE INTERVIEW

## PROVIDE 2 EXAMPLES OF WHEN YOU USED EACH SKILLS

Communication:

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Collaboration or Supervision:

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Critical Thinking:

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Initiative:

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## QUICK POINTS

Strengths:

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Weaknesses:

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Differentiators:

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Connections:

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## GIVE A RECENT EXAMPLE OF WHEN YOU:

Solved a problem for the department/unit/area? \_\_\_\_\_

Worked on a team? \_\_\_\_\_

Resolved conflict? \_\_\_\_\_

Created an environment where differences are valued? \_\_\_\_\_

Encouraged a coworker? \_\_\_\_\_

Failed to meet a goal? \_\_\_\_\_

Did not agree with your supervisor? \_\_\_\_\_

You were flexible? \_\_\_\_\_

List accomplishments and experience that will benefit [company]:

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"Why should we select and hire you?" I am a qualified candidate because:

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Questions you have for them? \_\_\_\_\_

## STARS MODEL

Situation: \_\_\_\_\_

Task: \_\_\_\_\_

Action (Include skills you used): \_\_\_\_\_

Result (Wrap in a strength you used): \_\_\_\_\_

Resources: NACE, NCDA, PipelineAZ



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