



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.

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:

Collaboration or Supervision:

Critical Thinking:

Initiative:

QUICK POINTS

Strengths:

Weaknesses:

Differentiators:

Connections:

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]:

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

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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