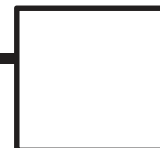




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# Career Skills Toolkit Introduction

Skills development is an important part of goal achievement, whether the goal is employment, graduate school or other personal life destinations. Students gain a tremendous amount of skills and experience through classwork, campus involvement, volunteer work, internships and on campus jobs.

ODU wants all students to understand and articulate the career skills they have gained and how to transfer them onto a resume and into a career.

This “toolkit” provides information regarding the top ten skills preferred by employers and how to build them through co-curricular experiences.

## **So what are the “Top 10” Skills Employers are looking for?**

1. Work in a team structure
2. Make decisions and solve problems
3. Verbally communicate with persons inside and outside the organization
4. Analyze quantitative data
5. Technical knowledge of the job
6. Plan, organize and prioritize work
7. Obtain and process information
8. Proficiency with computer software programs
9. Create and/or edit written reports
10. Sell or influence others

# Examples of Career Skills

Listed below are the Top 10 skills preferred by employers. Under each one are examples of tasks or experiences students may have acquired or used that exhibit each skill.

**Looking at this list...what skills have you acquired?**

## 1. Work in a team structure

- ... Delegating
- ... Running a Meeting
- ... Fundraising
- ... Working Collaboratively with People from Different Backgrounds

## 2. Make decisions and solve problems

- ... Customer Service Skills
- ... Event Planning
- ... Formulating Policies or Procedures
- ... Leadership Positions within a Student Organization

## 3. Verbally communicate

- ... Communication skills
- ... Listening Skills
- ...

# Examples of Student Opportunities and Associated Career Skills

What skills have I gained being a student leader? Where have I gained these skills?

## **Being a Resident Assistant**

- x Plan, organize, & prioritize work
- x Verbally communicate
- x Make decisions and problem solve
- x Create and edit written reports
- x Ability to work in a team
- x Obtain and process information
- x Computer software proficiency

## **Student Organization Membership**

- x Sell or influence others
- x Plan, organize, and prioritize work
- x Ability to work in a team
- x Technical knowledge of the job

## **Being in a Greek Organization**

- x Ability to work in a team
- x Verbally communicate
- x Create and edit written reports
- x Make decisions and problem solve
- x Sell or influence others

## **On-Campus Job**

- x Computer software proficiency
- x Analyze quantitative data
- x Verbally communicate
- x Create and edit written reports

## **Internship**

- x Make decisions and problem solve
- x Plan, organize, and prioritize work
- x Obtain and process information
- x Analyze quantitative data
- x Sell or influence others

## **Intramural Athletics/Club Sports**

- x Ability to work in a team
- x Verbally communicate
- x Make decisions and problem solve
- x Plan, organize, and prioritize work

## **Community Service**

- x Ability to work in a team
- x Make decisions and problem solve
- x Plan, organize, and prioritize work

## **Classwork**

- x Obtain and process information
- x Plan, organize, and prioritize



# Examples of Action Words

Try boosting your skills articulation with the following action words!

**Use some of these action words in your descriptions:**

The image displays a dense word cloud of action verbs, organized into several categories. The categories and their associated words are as follows:

- Technical Skills:** Analyzed, Assessed, Audited, Automated, Authored, Calculated, Categorized, Compared, Computed, Conducted, Created, Developed, Diagnosed, Designed, Documented, Evaluated, Executed, Examined, Fabricated, Formulated, Implemented, Installed, Investigated, Labeled, Maintained, Measured, Monitored, Operated, Organized, Performed, Planned, Presented, Programmed, Produced, Purchased, Recorded, Reformed, Reorganized, Researched, Reviewed, Refined, Searched, Selected, Simulated, Solved, Structured, Suggested, Tested, Trained, Validated, Verified, Visualized, Wrote.
- Research Skills:** Analyzed, Assessed, Audited, Automated, Authored, Calculated, Categorized, Compared, Computed, Conducted, Created, Developed, Diagnosed, Designed, Documented, Evaluated, Executed, Examined, Fabricated, Formulated, Implemented, Installed, Investigated, Labeled, Maintained, Measured, Monitored, Operated, Organized, Performed, Planned, Presented, Programmed, Produced, Purchased, Recorded, Reformed, Reorganized, Researched, Reviewed, Refined, Searched, Selected, Simulated, Solved, Structured, Suggested, Tested, Trained, Validated, Verified, Visualized, Wrote.
- Administrative Skills:** Administered, Analyzed, Assessed, Audited, Automated, Authored, Calculated, Categorized, Compared, Computed, Conducted, Created, Developed, Diagnosed, Designed, Documented, Evaluated, Executed, Examined, Fabricated, Formulated, Implemented, Installed, Investigated, Labeled, Maintained, Measured, Monitored, Operated, Organized, Performed, Planned, Presented, Programmed, Produced, Purchased, Recorded, Reformed, Reorganized, Researched, Reviewed, Refined, Searched, Selected, Simulated, Solved, Structured, Suggested, Tested, Trained, Validated, Verified, Visualized, Wrote.
- Communication Skills:** Communicated, Collaborated, Coordinated, Delegated, Directed, Encouraged, Evaluated, Executed, Examined, Explained, Facilitated, Formulated, Implemented, Installed, Investigated, Labeled, Maintained, Measured, Monitored, Operated, Organized, Performed, Planned, Presented, Programmed, Produced, Purchased, Recorded, Reformed, Reorganized, Researched, Reviewed, Refined, Searched, Selected, Simulated, Solved, Structured, Suggested, Tested, Trained, Validated, Verified, Visualized, Wrote.
- Management Skills:** Administered, Analyzed, Assessed, Audited, Automated, Authored, Calculated, Categorized, Compared, Computed, Conducted, Created, Developed, Diagnosed, Designed, Documented, Evaluated, Executed, Examined, Fabricated, Formulated, Implemented, Installed, Investigated, Labeled, Maintained, Measured, Monitored, Operated, Organized, Performed, Planned, Presented, Programmed, Produced, Purchased, Recorded, Reformed, Reorganized, Researched, Reviewed, Refined, Searched, Selected, Simulated, Solved, Structured, Suggested, Tested, Trained, Validated, Verified, Visualized, Wrote.
- Other Skills:** Administered, Analyzed, Assessed, Audited, Automated, Authored, Calculated, Categorized, Compared, Computed, Conducted, Created, Developed, Diagnosed, Designed, Documented, Evaluated, Executed, Examined, Fabricated, Formulated, Implemented, Installed, Investigated, Labeled, Maintained, Measured, Monitored, Operated, Organized, Performed, Planned, Presented, Programmed, Produced, Purchased, Recorded, Reformed, Reorganized, Researched, Reviewed, Refined, Searched, Selected, Simulated, Solved, Structured, Suggested, Tested, Trained, Validated, Verified, Visualized, Wrote.

For more information visit:  
[www.odu.edu/success/programs/skills](http://www.odu.edu/success/programs/skills)