

DEMONSTRATE IT! PERSONAL SKILLS

Review all the skills you marked and choose the 10 skills you believe are most important.

Why do you think these are important?

What proof (examples or experiences) do you have where you have used this skill?

It is not enough to say “I am dependable”, you need proof. For example: “I am a dependable employee. Over the past five years I have never been late for work, and I have never called in sick. There are times that I have been sick but I would rather go in and let the employer decide if they really need me for the day and then send me home.”

Look at the ten skills you chose and write your examples below. Be prepared to talk about your skills and use your examples anytime you talk to an employer.

I am: _____

My proof or example is: _____

I am: _____

My proof or example is: _____

I am: _____

My proof or example is: _____

I am: _____

My proof or example is: _____

I am: _____

My proof or example is: _____

I am: _____

My proof or example is: _____

I am: _____

My proof or example is: _____

I am: _____

My proof or example is: _____

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I am: _____

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