



A partner of the **americanjobcenter** network

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# Skills Discovery!

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## Supplement Packet / Exercise Sheets

(<http://www.wa.gov/esd/training/toolbox.htm>)

WorkSource partner organizations are equal opportunity employers and providers of employment and training services. Auxiliary aids and services are available upon request to persons with disabilities.

## ACCOMPLISHMENTS

1. \_\_\_\_\_

Skills used:

2. \_\_\_\_\_

Skills used:

3. \_\_\_\_\_

Skills used:

## Self-Management Skills Worksheet

<b>Example</b>  Dependable	  I have received two monthly awards for perfect attendance.
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	

## Transferrable-Skills Worksheet

<b>Example</b>  1. Prepare statistical reports	I prepared weekly data-analysis reports that evaluated unit performance.
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	

## Job-Skills Worksheet

<b>Example</b>  1. Use a keyhole saw	Made precise cuts through drywall to fit around plumbing fixtures and electronic outlets. Prevent waste of material and ensured accurate fit.
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	

## 60-Second Commercial Samples

### **Teller with customer-service experience**

Hello. My name is Linda Bailey. I'm seeking a position as a bank teller. I have two years of experience as a teller, in addition to more than three years working in customer service and handling cash transactions. I get along well with customers, co-workers and supervisors. I'm a dedicated, efficient team player. I enjoy serving people and perform my work with courtesy. I'm an excellent problem-solver, very accurate, work easily with large numbers, and can operate a 10-key by touch. I received an employee recognition award for outstanding attendance and for maintaining a daily reconciliation of a 100 percent error-free cash drawer.

### **Experience in warehouse**

Good afternoon. My name is Jerry Suarez. I'm seeking a position as a forklift driver in a warehouse environment. I've been operating forklifts as part of my regular job duties for the last eight years. I've actively participated in and successfully completed a safety course for forklift operators and have been certified as a safety instructor. I can maneuver large equipment safely and effectively in tight spaces and have never had an accident. I'm proficient in warehouse cataloging methods, packaging requirements and standard weight requirements when palletizing boxes and other materials. I have the ability to properly and accurately complete and maintain shipping and receiving records and other standard warehouse documentation.

### **Excellent retail sales and management skills**

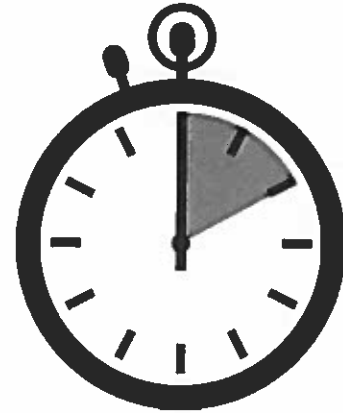
Hello. My name is Gloria Winter. I'm seeking a position in the retail field. I have over three years of experience as a salesperson and two years of experience as an assistant manager. I have strong math skills. I've used both manual and computerized-cashiering systems, and have dealt with up to 75 customers daily, providing prompt and courteous service. As an assistant manager, I was authorized to carry all keys, open and close the facility, and had access to sales and personnel records. I also trained employees in cashiering, customer service and inventory procedures. I received an "Employee of the Year" award from Fashion Trends for developing a new procedure for theft control that reduced losses by 15 percent. I'm able to handle challenges, and my former employers will verify that I work independently or as a team member.

### **No previous work experience**

Hi. My name is Sharon Wong. My career goal is a position as an administrative assistant coordinating, analyzing and planning budgets. During the last 10 years I've coordinated fundraising activities of the local Parent Teachers Association (PTA), successfully raising \$8,000 for playground facilities. As treasure of the local Civic Association, I managed a \$22,000 budget for two years. I've organized and managed my family budget for 17 years. I've also developed interpersonal skills during 10 years' experience with the PTA and by volunteering at my church. These positions sharpened my skills of persuading adults to contribute time and money to community projects. I have invested considerable time and effort in developing open communication between family members and can retain a sense of humor in tense situations.

## **Samples of statements that you can use:**

- ✓ I have a solid background in...
- ✓ I have a good working knowledge of...
- ✓ I am particularly good at...
- ✓ My strongest skills are...
- ✓ I have \_\_\_\_ years of experience in...
- ✓ I am proficient in...
- ✓ I am skilled in...
- ✓ I have been trained in...
- ✓ I am familiar with...
- ✓ My experience includes...
- ✓ I have a talent for...
- ✓ I have exposure to...
- ✓ My abilities include...
- ✓ My goals are...
- ✓ I am passionate about...
- ✓ I am interested in...
- ✓ I enjoy...
- ✓ I would like the opportunity to...
- ✓ I am looking forward to...



**60 SECOND  
COMMERCIAL**