Connect to Your Career

4-1 Workplace Skills

1. As your job search progresses, you will decide the type of position for which you will apply. The job may have a specific title, such as teacher. Alternatively, you may be looking for a position in a functional area, such as marketing. Marketing positions have many job titles, such as marketing assistant, marketing manager, or promotions manager, to name a few. Write down the job title or area for which you are searching for a job.

<<Place Answer Here>>

2. For the job position you have identified, list some of the job-specific skills that are necessary to perform the requirements of the job.

<<Place Answer Here>>

<<Place Answer Here>>

<<Place Answer Here>>

3. Next, select one of the foundation skills that you consider most important for this position. The foundation skills are basic skills, thinking skills, people skills, and personal qualities. Write a paragraph that supports your opinion of why these skills are necessary for that job.

<<Place Answer Here>>

4. Save your Word document as FirstnameLastname\_Employability.docx (i.e., JohnSmith\_ Employability.docx).