



**Stop! Wait! Before you Begin!  
Consider what YOU have to  
offer...**

★ Professional Abilities

- What are your skills and qualifications?
- For example: computer skills, bilingual, management, etc.

★ Transferable Skills

- How might *your* specific talents translate to the world-of-work?
- For example: managing yourself, working with difficult situations, working with details/numbers/ideas, experience with machines or tools, decision-making, leadership ability, working with others, communication skills, body movement/coordination, crisis response, ability to follow direction, etc.

★ Personal Attributes

- Are you reliable/dependable, honest, approachable, flexible?
- Do you demonstrate persistence, drive, conformity, efficiency?

★ Experience

- Consider paid experience, internships, and volunteer work?
- What specific actions did you take to accomplish your work?
- What were the results of your actions?

★ Accomplishments

- What honors, awards and recognition have you received from past accomplishments?
- Showcase your achievements, completed projects, noteworthy accomplishments, outside activities, memberships, civic involvements, etc.