

# “BRAG PACK”

You must be able to reflect upon your education and experiences to communicate what you learned and what successes came of them to a potential employer. This packet walks you through identifying your transferable skills, work values and personal traits. Use these exercises to update your resume and cover letter and prepare for interviews.

## IDENTIFY YOUR TRANSFERABLE SKILLS

This exercise is designed to help you identify skills you possess. This task will be particularly useful for marketing yourself to employers in interviews and cover letters.

### INSTRUCTIONS

1. Place a check mark next to each skill you feel you possess. Be sure to consider all settings in which you might have demonstrated each skill: classroom, organizations, volunteer work and part- and full-time work and internship experience.
2. Review the items you checked and narrow your list to your 10 strongest skills.
3. For each of 10 skills selected, complete the reverse side of this sheet describing specific examples of how you have demonstrated these skills in the past.

#### **ANALYTICAL**

analyzed  
assessed  
compared  
conceptualized  
critiqued  
devised  
diagnosed  
estimated  
evaluated  
identified  
inspected  
interpreted data  
investigated  
made decisions  
observed  
predicted  
projected  
proved  
reflected  
researched  
reviewed  
screened  
solved problems  
studied  
surveyed  
tested  
thought critically  
validated

described  
drafted  
edited  
explained  
foreign language (read, wrote, spoke, translated)  
interacted  
interviewed  
listened  
presented  
published  
read  
reported  
responded  
spoke in public  
summarized  
wrote

#### **CREATIVE**

acted  
advertised  
authored  
created  
designed  
developed  
displayed  
entertained  
illustrated  
improvised  
innovated  
performed  
produced  
promoted

#### **FINANCIAL**

appraised  
audited  
balanced  
budgeted  
calculated  
earned  
invested  
merchandised  
raised funds  
purchased

#### **HELPING**

advised  
assisted  
coached  
collaborated  
counseled  
fostered  
guided  
informed  
mentored  
served  
supported  
taught  
tutored  
trained  
volunteered

#### **LEADERSHIP**

assigned  
authorized  
chaired  
directed  
delegated  
enforced

facilitated  
founded  
initiated  
hired  
implemented  
managed change  
managed a crisis  
managed people  
managed resources  
presided  
recommended  
supervised

#### **ORGANIZATIONAL**

administered  
categorized  
collected  
compiled  
consolidated  
coordinated  
maintained  
managed time  
monitored  
organized  
planned  
performed data entry  
prioritized  
processed  
recorded  
ran reports  
scheduled

#### **PERSUASION**

encouraged  
influenced

mediated  
motivated  
persuaded  
negotiated  
recruited  
sold

#### **TECHNICAL**

assembled  
constructed  
compiled  
engineered  
installed  
integrated  
operated  
measured  
programmed  
repaired  
upgraded

#### **ADDED VALUE**

adapted  
enhanced  
improved  
maximized  
minimized  
shaped  
streamlined  
strengthened  
supplemented  
updated





## IDENTIFY WORK VALUES

The following list describes a variety of satisfactions people obtain from their jobs. This list and the following process may help you clarify your values (what is *important* to you) in relation to the world of work.

### DIRECTIONS

1. Read each definition and check the items you would like as part of your ideal job.
2. Review the items you have checked, and identify the 10 items you want most.
3. Review these 10 items and prioritize them (1 as most important, 10 as least important).

**Help Society:** Do something to contribute to the betterment of communities or the world.

**Help Others:** Be involved in helping people in a *direct* way, either individually or in a small group.

**Aesthetics:** Make beautiful things and contribute to the beauty of the world.

**Creativity (general):** Create new ideas, programs, products, or organizational structures or anything else not following a format previously developed by others.

**Work Alone:** Do projects by myself, without any significant amount of contact with others.

**Public Contact:** Have a lot of day-to-day contact with people.

**Collaboration:** Have close working relationships; work as team toward common goals.

**Friendships:** Develop personal relationships with people as a result of work activities, get along well with (perhaps even socialize after hours) my colleagues.

**Competition:** Engage in activities that pit my abilities against others where there are clear "win" and "lose" outcomes.

**Knowledge:** Engage myself in the pursuit of knowledge, truth, and understanding for knowledge sake.

**Intellectual status:** Be regarded as a person of high intelligence or as one who is an acknowledged "expert" in field.

**Recognition:** Be recognized by others for quality of work in some visible or public way.

**Achievement:** Have *personal* satisfaction and a feeling of accomplishment in position.

**Supervisory Relationship:** Have a fair supervisor with whom I get along well.

**Power and Authority:** Work which permits me to plan, lay out, supervise, and be directly responsible for the work activities.

**Make Decisions:** Have the power to decide courses of action, policies, etc.

**Fast Pace:** Work in circumstances where there are fast-paced activities and work must be done rapidly.

**Excitement:** Experience a high degree of (or frequent) excitement at work.

**Adventure:** Work activities involve frequent risk-taking.

**Change and Variety:** Work responsibilities change frequently in content and setting.

**Independence:** Entrusted to determine nature of work and how I approach it without significant direction from others; do not have to do what others tell me to do.

**Time Freedom:** Complete work responsibilities according to my own schedule; no specific working hours required.

**Way of Life:** Position allows me to maintain own identity in workplace: dress, speech, office decorations, listening to music, eating at my desk, etc.

**Location:** Find a place to live (town, geographical area) which is conducive to my lifestyle and affords me the opportunity to do the things I enjoy most.

**Surroundings:** Physical environment appeals to me: temperature, noise level, ability for privacy, view from office, cleanliness, newness of building, furniture, decorating, etc.

**Stability:** Work routine and job duties are predictable and not likely to change over a long period of time.

**Security:** Assured of keeping my job with a reasonable financial reward.

**Profit/Gain:** Have a strong likelihood of accumulating large amounts of money or other material gain.

## PERSONAL QUALITIES

This exercise is designed to help you identify qualities and traits you possess. This task will be useful for describing yourself to employers in interviews and cover letters.

### INSTRUCTIONS

1. Place a check mark next to each word you feel describes you.
2. Review the items you have checked and narrow your list to the 10 words that best describe you.
3. Review these 10 items and prioritize them (1 as most descriptive, 10 as least descriptive).

accommodating  
accurate  
adaptable  
adventurous  
ambitious  
analytical  
appreciate diversity  
appreciate feedback  
approachable  
articulate  
assertive  
authentic  
autonomous  
calm under pressure  
candid  
cautious  
cheerful  
collaborative  
compassionate  
committed to integrity  
competitive  
confident  
congenial  
conscientious  
conservative  
considerate  
consistent  
cooperative  
cost-conscious  
creative  
curious  
decisive  
dedicated  
dependable  
detail-oriented  
determined  
diplomatic  
disciplined  
discreet  
driven  
dynamic  
eager  
efficient  
empathetic  
energetic  
enjoy challenges  
enthusiastic  
entrepreneurial  
ethical

fair  
flexible  
friendly  
generous  
goal-oriented  
hard-working  
helpful  
honest  
imaginative  
inclusive  
independent  
industrious  
influential  
innovative  
intelligent  
intuitive  
inquisitive  
level-headed  
loyal  
mature  
methodical  
observant  
open-minded  
optimistic  
organized  
outgoing  
passionate  
patient  
perceptive  
persistent  
personable  
persuasive  
pleasant  
poised  
polite  
possess good sense of humor  
possess common sense  
practical  
precise  
process-oriented  
productive  
professional  
punctual  
a quick learner  
rational  
reliable  
resourceful  
realistic  
resilient

respectful  
results-oriented  
responsible  
responsive  
seek challenges  
self-aware  
self-motivated  
self-sufficient  
self-reliant  
sincere  
spontaneous  
tactful  
take direction well  
take initiative  
team-oriented  
tenacious  
thoughtful  
thorough  
tolerant  
trustworthy  
values-oriented  
versatile  
visionary  
willing to take risks

### TOP 10 LIST

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_