ASCC CAREER DEVELOPMENT JOURNAL

The headings provided below provide writing prompts to help you describe attributes that are heavily sought after by employers. The value associated with each shows what percentage of employers that took part in a national survey actively seek these attributes on a resume (NACE 2014). Knowing how to communicate these attributes will increase your chances of creating a resume that leads to a successful job or internship search. This journaling guide can help you identify past experiences or highlight deficits for you to address as you complete your degree at WSU.

LEADERSHIP, 77.8%:

Record times in which you were responsible for making decision that affected several people. Did you assign group tasks? Did you create a group meeting time table? Did you systematically offer feedback on performance of others? Were you a steward of group resources?

ABILITY TO WORK IN A TEAM, 77.8%:

Record any experiences that you have working with others to complete a common goal. Describe your role in the team and any unique accomplishments you had in that setting. Describe your feelings about working in a group, whether you prefer to work by yourself and then take the results to the group to utilize or whether you prefer to come to solutions sitting in the same room interacting with each other. Attempt to recall every assignment that asked you to work with others and document the challenges.

WRITTEN COMMUNICATION SKILLS, 73.4%:

Record major accomplishments concerning communicating with others (group project members, instructors, coworkers). Record impactful assignments and written projects that you worked especially hard on. Emphasize the successes you experienced and the challenges that you faced.

PROBLEM SOLVING SKILLS, 70.9%:

Record times that you failed at a task and then determine whether or not you re-attempted and succeeded, alternatively record times that you were afraid of failing and explain how you avoided that outcome. Show your experience with the scientific process and experimentation planning.

STRONG WORK ETHIC, 70.4%:

Write in your own words how you have ensured that you completed the tasks you needed to in order to be as successful as you have been. Document times in which you were challenged more than average to complete everything you needed to. Record personal experiences in the work place related to completing the requirements of the position. Write about how your work ethic has impacted your life.

ANALYTICAL/QUANTITATIVE SKILLS, 68%:

Record your experiences working with numbers to solve a problem. Do you have a personal budget? Have you calculated the cost of your undergraduate degree? Were you ever tasked with making decisions based on quantitative research? In what ways have you conducted critical analysis? Have you written any research papers that suggest a solution or steps to take to reduce a problem after considering the impactful factors?

TECHNICAL SKILLS, 67.5%:

Do you draw? Have you used power tools or worked in a construction setting? Do people consider you handy? Have you been specially trained to perform a certain task? Do you hold any certifications or proof of training? Can you design, build or plan a project effectively? There are many different technical skills one may have, record them all here.

VERBAL COMMUNICATION SKILLS, 67%:

Describe times that you disagreed with another person but were able to convince them to change their position, or that you changed yours after discussion. Think of occasions when you felt you were not understood and the steps you took in order to increase understanding. Write down any public speaking experiences you have had and what you did in order to prepare (planning, thinking of anecdotes or jokes, practicing in front of a mirror).

INITIATIVE, 66.5%:

Think of work related tasks that you decided to accomplish without prompting. Think of goals that you set for yourself or projects that you helped to finish simply for the enjoyment/novelty of it.

COMPUTER SKILLS, 62.6%:

Name every computer program you have used in a work or school setting. Rate each on how well you are able to use it, how fully you understand its features. Record programming languages, HTML & CSS, or social media platforms you feel comfortable using. List operating systems that you are comfortable working with. Describe challenges you've faced trying to make technology work together. Think of the times when your apple device didn't work with the PC presentation equipment or some other situation. How did you overcome that?

FLEXIBILITY/ADAPTABILITY, 62.1%:

Flexibility is when a person is able to react to a situation quickly, calmly and still perform highly. Can you think of a time when the plans you had failed, or needed to be changed? What did you do, how did that feel? Where you able to salvage the situation? Alternatively do you prefer to go through life without making plans choosing instead to make decisions in the moment? Write down how you maintain success while working through life one thing at a time.

INTERPERSONAL SKILLS, 60.6%:

Can you react to the needs of others? Do you respect and value people and experience the same from them? What actions have you taken to amend or prevent a bad blood situation at work, in personal life or school?

DETAIL-ORIENTED, 57.6%:

Describe a time in which your full focus and energy were required in order to be successful. Don't be worried about how trivial the task you were undertaking at the time may seem, because that feeling of focus is the important part. Knowing what that feeling is means you can consciously test whether or not you apply it to work or school related tasks. Record those instances as they occur here.

Job Outlook 2015 Survey (2014), National Association of Colleges and Employers, retrieved from
http://www.naceweb.org/job-outlook/index.aspx