

**Senior Seminar  
Employment Skills**



Name \_\_\_\_\_

**Technical Skills:**

These skills may also be called hard skills or job-related skills. They are specific teachable skills that you have learned in order to do a job. **What skills have you learned here at CMTHS? Use the language and terminology appropriate to your area of study.**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Check any of the following skills you have learned from past/current jobs:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> cash register          | <input type="checkbox"/> customer service  | <input type="checkbox"/> light cleaning               |
| <input type="checkbox"/> child care/babysitting | <input type="checkbox"/> first aid/CPR/AED | <input type="checkbox"/> managing people              |
| <input type="checkbox"/> clerical work          | <input type="checkbox"/> food preparation  | <input type="checkbox"/> receptionist (answer phones) |
| <input type="checkbox"/> computer/technology    | <input type="checkbox"/> food server       | <input type="checkbox"/> sales                        |
| <input type="checkbox"/> crew (team) member     | <input type="checkbox"/> hosting/greeting  | <input type="checkbox"/> training new employees       |
| <input type="checkbox"/> custodial work         | <input type="checkbox"/> inventory         | <input type="checkbox"/> tutoring                     |
| <input type="checkbox"/> _____                  | <input type="checkbox"/> _____             | <input type="checkbox"/> _____                        |
| <input type="checkbox"/> _____                  | <input type="checkbox"/> _____             | <input type="checkbox"/> _____                        |

## **Soft Skills/Workplace Skills:**

These are skills that are part of your personality and are the many qualities and traits that make up the term **work ethic**. You will want to list these skills not only on your resume, but in cover letters and also when you go on job interviews to help you answer which skills are your strongest, (but NEVER your weakest). You should be able to give an example for each skill that you possess.



### **Do you possess...?**

- Adaptability
- An eye for attention to detail
- Competent Math Skills
- Dependability
- Enthusiasm
- Etiquette and Manners
- Flexibility
- Honesty and Integrity
- Maturity
- Organizational Skills
- Physical strength and stamina
- Positive Attitude
- Problem Solving Skills
- Punctuality
- Self-direction/Self-motivation
- Strong Communication Skills
- Time Management Skills
- Willingness to Learn
- Willingness to work hard

### **Are you able to...?**

- Accept and Learn from Criticism
- Follow employer rules (dress code, ethics)
- Follow instructions
- Get along with others
- Learn quickly
- Motivate others
- Multitask
- Speak another language
- Speak in front of a group
- Speak with proper grammar
- Work as part of a team
- Work well under pressure
- Write clearly & legibly

List any other skills you feel you possess than an employer might find valuable \_\_\_\_\_

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