

# Student Employee Experiences & Skills Chart

**Don't have a resume, yet?**

Fill out the parts of this chart that show off your skills and experiences so that employers can quickly learn more about who you are!

**Provide specific examples of when you showed or developed the skill.** For example:

|                          |  |   |   |  |  |
|--------------------------|--|---|---|--|--|
| <b>Professionalism</b>   | Notified my instructors when I would miss class.<br><br>Good time management abilities, since I can prioritize assignments and meet deadlines. | Always made sure that my uniform for work was clean.  | Attended Etiquette Dinner.  |  | Able to focus on work and leave social media/cell phone usage for break time only. |
| <b>Work Ethic</b>        |  | Spent several summers working on a farm and always arrived on time and worked the full day through. | Attended all Catalyst meetings and trainings.                               |  | Dedicated to working, if I believe in the work                                     |
| <b>Critical Thinking</b> | Passed PHI 111 – really enjoyed this class' critical discussions and working with group members.   |   | I love analyzing commercials and figuring out why/how things impact others. |  |  |

| Name  | Classroom | Work Experiences | Life Experiences | Volunteer Experiences | Other |
|---|-----------|------------------|------------------|-----------------------|-------|
| Professionalism & Work Ethic                              |           |                  |                  |                       |       |
| Critical Thinking & Problem Solving                       |           |                  |                  |                       |       |
| Team Work & Collaboration                                 |           |                  |                  |                       |       |
| Oral & Written Communication                              |           |                  |                  |                       |       |
| Leadership  |           |                  |                  |                       |       |
| Technical Application<br>e.g. Excel, Microsoft Word, etc. |           |                  |                  |                       |       |