

Student Learning Worksheet

Skill/Quality	Where did you develop this skill? (Work Experience, Internship, Co-curricular involvement, Volunteer, Study Abroad, Classroom Projects)	Give specific examples of this skill/quality?	How would you write this on your résumé?
Communication: The ability to write, speak, and listen well to others.			
Teamwork/Collaboration: The ability to work together and effectively use the strengths of each individual to meet a common goal.			
Problem Solving/Analytical Skills: The ability to evaluate and understand options and effects of decisions.			
Decision Making (Leadership): The ability to recognize, understand, and define problems and effectively choose between different options to implement change.			
Innovation and Creativity/Initiative: The ability to develop new ideas or methods to complete tasks/projects.			
Global Issues/Cultural Competence: The ability to stand back from yourself and become aware of cultural values, beliefs, and perceptions, and how they are relevant to global issues and interact effectively.			
Organization: The ability to effectively plan the work of a group and to provide structure to a project so that goals are clear and understood.			
Influence: The ability to motivate, convince, or persuade a group to do something.			
Technical Knowledge: The ability to use common applications and technical software specific to career.			