

chapter 5

Plan on How to Best Use Your Skills

THE GOALS OF THIS CHAPTER ARE

- To learn how to gather information about jobs that match your skills
- To find out ways to develop more skills
- To consider options for additional education or training

MAKING YOUR INVENTORY WORK FOR YOU

In the last chapter you spent considerable time creating an inventory of your skills and experiences. In this chapter you will learn how to use this inventory to determine which careers would be best suited to your skills. You will also learn to identify resources for further education or training.

My Best Skills

Go back through Chapters 3 and 4 to review the skills you identified as your best skills. These are the skills that you do well and may want to use in your next job. Write them again on the next page.

Transferable

Adaptive

Job-Related

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Your job search will go more easily if you know your skills and can say clearly what they are. You need to be able to answer the question, "Why should I hire you?" For example, when Mike talks to people about his job search, here is what he might say to them:

I am a hard worker and am willing to work weekends and holidays as well as during the week. I am also good with details and can follow instructions without being told what to do more than once.

I would like to work with my hands and with people but am willing to consider other types of jobs.

My Skills Statement

On the lines below, write a statement describing your best skills. Pretend that someone has just asked you what sorts of things you can do on a job. Make the statement short and emphasize your best skills. Practice your skills statement until you sound like someone *you* would want to hire.

JOBS THAT MATCH YOUR SKILLS

There are thousands of job titles. Yet your task is to select just a few jobs that best fit your skills and interests. One way to do this is to consider groups of similar jobs.