

Skills Exercise

Identifying your top Functional Skills in the Workplace

Directions:

In the shaded column below, rank from 1 to 5 how *strong* you are in EACH skill set.

SCALE: 1 = Not Strong at All 5 = Very Strong

In the white column below, rank from 1 to 5 how much you *enjoy* using each skill set.

SCALE: 1 = Not Much at All 5 = Very Much

SKILL SETS	STRONG	ENJOY
Analyzing/Evaluating/Deciding/Interviewing		
Budgeting/Auditing/Record keeping/Calculating		
Communicating/Writing/Editing/Interpreting/Translating		
Computing/Analyzing Systems/Tech Savvy		
Conceptualizing/Vision/Big Picture		
Confronting/Critiquing/Debating/Negotiating		
Constructing/Building/Repairing		
Coordinating/Planning/Preparing		
Counseling/Advising/Mediating/Listening		
Creating/Designing/Inventing/Developing/Drafting		
Entertaining/Expressing/Performing		
Managing/Supervising/Leading/Motivating		
Organizing/Prioritizing/Delegating/Planning		
Public Speaking/Lecturing/Presenting		
Researching/Investigating/Reporting/Compiling		
Selling/Persuading/Promoting/Marketing/Consulting		
Solving Problems/Resolving Conflicts		
Teaching/Coaching/Instructing/Facilitating Groups		
Teamwork/Collaborating/Cooperative		

Personal Attributes Exercise

Identifying your top Personal Attributes in the Workplace

Directions:

Rank from 1 to 5 how well each Personal Attribute describes you.

SCALE: 1 = Doesn't describe me at All 5 = Describes me Very Well

PERSONAL ATTRIBUTE SETS	How well attribute set describes me
Confident/Assertive/Persuasive	
Creative/Innovative/Artistic/Free-Spirit/Independent	
Flexible/Adaptable/Embrace Change	
Friendly/Cheerful/Positive/Optimistic	
Hard working/Disciplined/Conscientious/Focused	
Helpful/Cooperative/Collaborative/Good Listener	
Honest/Ethical/Truthful/Loyal/Trusting	
Kind/Caring/Giving/Generous/Nurturing	
Level-headed/Street Sense/Good Judgment/Self-Aware	
Open/Accepting/Tolerant/Appreciate Diversity	
Outgoing/Fun/Gregarious/Social/Funny/Entertaining	
Passionate/Enthusiastic/Energetic	
Persistent/Resilient/Determined/Mentally Tough	
Poised/Calm/Cool/Collected/Patient	
Responsible/Reliable/Dependable/Proud	
Self-Starter/Self-Motivated/Initiative/Take Charge	
Sensitive/Respectful/Thoughtful/Considerate	
Tactful/Diplomatic/Politically Savvy	

Resume Format Recommendations

Chronological Format

The Chronological Format is recommended in the following situations:

- Your titles and company names alone are field-related and descriptive.
- Your most recent experience is relevant to what you're pursuing and your most impressive experience.
- You have advanced consistently from your least recent position to your most recent position.
- The length of time you spent at each organization is fairly long and respectable.

POTENTIAL DOWNSIDE: Functional skills are not highlighted and, thus, could get overlooked in 6 seconds.

The Chronological Style is NOT recommended in the following situations:

- You have gaps in your work history (sporadic, spotty).
- You have changed employers too often.
- Your position titles and employers are not relevant.
- Your most impressive, relevant experience was one of your least recent.

EXPERIENCE

USAR Unit Administrator & Work Center Technician — 2010 to 2013

Army Reserve Command — Fort Bragg, NC

- Supervised 32 reservists while completing 90 hours of maintenance for unit equipment.
- Responsible for maintaining 900 unclassified and 400 classified computer workstations.
- Coordinated special events in conjunction with the Fayetteville Chamber of Commerce.

Damage Control Petty Officer— 2008 to 2010

Army Reserve Command — Fort Bragg, NC

- Significantly reduced the number of outstanding maintenance items by 87% while ensuring all maintenance was completed and all discrepancies were corrected.
- Successfully resolved over 425 trouble calls reducing customer and system downtime.

Assistant Command Fitness Leader (ACFL) — 2005 to 2008

Army Reserve Command — Fort Bragg, NC

- Coordinated and led the fitness enhancement program composed of 175 members who could not pass the physical readiness test (PRT), after two PRT cycles that number dropped to 25 members.

Help Desk Technician — 2002 to 2005

Army Reserve Command — Fort Bragg, NC

- Completed 35 cable runs enabling 60 additional computers to be added to the network for the upcoming deployment.
- Provided customer service for trouble call tickets dealing with Microsoft Exchange and computer software .

Functional Format

The Functional Format is recommended in the following situations:

- The skills that you developed are more relevant or impressive than your titles and organization names.
- You have time gaps in your resume when you didn't work so you want to downplay the chronology.
- You are changing careers and need to highlight transferable skills related to your new career field.

POTENTIAL DOWNSIDE: Recruiters have difficulty determining where the functional skills were developed.

The Functional Style is NOT recommended in these situations:

- Your skill areas are not relevant to your perfect job target.
- You want to demonstrate advancement within one field.
- Your titles and organization names are impressive or relevant.
- Other styles will work as well or better (no need to put the recruiters through the difficulty of reviewing this style if other styles that are easier to review work just as well).

TRANSFERABLE SKILLS

LEADERSHIP & TRAINING

- Over 8 years of leadership and management experience.
- Supervised 32 reservists while completing 90 hours of maintenance for unit equipment.
- Trained 18 reservists in the maintenance and troubleshooting skills for computer systems.
- Coordinated and led the fitness enhancement program composed of 175 members who could not pass the physical readiness test (PRT), after two PRT cycles that number dropped to 25 members.

COMPUTER NETWORK MANAGEMENT

- Successfully resolved over 425 trouble calls reducing customer and system downtime.
- Significantly reduced the number of outstanding maintenance items by 87%.
- Responsible for maintaining 900 unclassified and 400 classified computer workstations.
- Provided customer service for trouble call tickets dealing with Microsoft Exchange and computer software.

EXPERIENCE

USAR Unit Administrator & Work Center Technician — 2010 to 2013

Army Reserve Command — Fort Bragg, NC

Damage Control Petty Officer — 2008 to 2010

Army Reserve Command — Fort Bragg, NC

Assistant Command Fitness Leader (ACFL) — 2005 to 2008

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Help Desk Technician — 2002 to 2005

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SKILLS

- *Computer:* 10 years of Network and System Maintenance and Service
- *Language:* 5 Years of Spanish

EDUCATION

Bachelor of Arts in Mathematics, Spring 2005 – *ABC University, NC*

Combination Format

The Combination Format is recommended in the following situations:

- The skill headings that match your experiences are skills that are consistent with the job you're pursuing.
- You've held an adequate number of positions needed to fit under your various functional skill headings.
- You want to move relevant skills/experiences acquired early in your career towards the top of your resume.

POTENTIAL DOWNSIDE: Difficult to have multiple experiences per each functional heading.

The Combination Style is NOT recommended in these situations:

- The skill headings are not relevant or impressive in relation to your perfect job.
- You don't have enough experiences to fill the functional skills headings.
- You have impressive, relevant multiple skills within one or each experience.

EXPERIENCE

LEADERSHIP & TRAINING

USAR Unit Administrator & Work Center Technician — 2010 to 2013

Army Reserve Command — Fort Bragg, NC

- Supervised 32 reservists while completing 90 hours of maintenance for unit equipment.
- Responsible for maintaining 900 unclassified and 400 classified computer workstations.
- Coordinated special events in conjunction with the Fayetteville Chamber of Commerce.

Assistant Command Fitness Leader (ACFL) — 2005 to 2008

Army Reserve Command — Fort Bragg, NC

- Coordinated and led the fitness enhancement program composed of 175 members who could not pass the physical readiness test (PRT), after two PRT cycles that number dropped to 25 members.

COMPUTER NETWORK MANAGEMENT

Damage Control Petty Officer — 2008 to 2010

Army Reserve Command — Fort Bragg, NC

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- Successfully resolved over 425 trouble calls reducing customer and system downtime.

Help Desk Technician — 2002 to 2005

Army Reserve Command — Fort Bragg, NC

- Completed 35 cable runs enabling 60 additional computers to be added to the network for the upcoming deployment.
- Provided customer service for trouble call tickets dealing with Microsoft Exchange and computer software .

Combination-Internal Format

The Combination-Internal Format is recommended in these situations:

- You have individual experiences that utilized multiple skill sets that relate to the jobs you're pursuing.
- The skill sets within your experiences are significant and relevant to your job target.

POTENTIAL DOWNSIDE: Functional skill sub-headings are only developed within one experience.

The Combination-Internal Style is NOT recommended in these situations:

- You have many shorter, less-substantial experiences.
- The functional skill headings are not relevant to your perfect job target.

EXPERIENCE

USAR Unit Administrator & Work Center Technician — 2010 to 2013

Army Reserve Command — Fort Bragg, NC

TRAINING & SUPERVISION

- Supervised 32 reservists while completing 90 hours of maintenance for unit equipment.
- Trained 18 reservists in the maintenance and troubleshooting skills required for computer systems.

COMPUTER NETWORK MANAGEMENT

- Resolved an average of 25 trouble calls daily.
- Responsible for maintaining 900 unclassified and 400 classified computer workstations.

EVENT & PROJECT MANAGEMENT

- Coordinated special events in conjunction with the Fayetteville Chamber of Commerce.
- Managed a network improvement projects for the Work Center and the reserves.

Damage Control Petty Officer— 2008 to 2010

Army Reserve Command — Fort Bragg, NC

- Significantly reduced the number of outstanding maintenance items by 87% while ensuring all maintenance was completed and all discrepancies were corrected.
- Successfully resolved over 425 trouble calls reducing customer and system downtime.

Assistant Command Fitness Leader (ACFL) — 2005 to 2008

Army Reserve Command — Fort Bragg, NC

- Coordinated and led the fitness enhancement program composed of 175 members who could not pass the physical readiness test (PRT), after two PRT cycles that number dropped to 25 members.

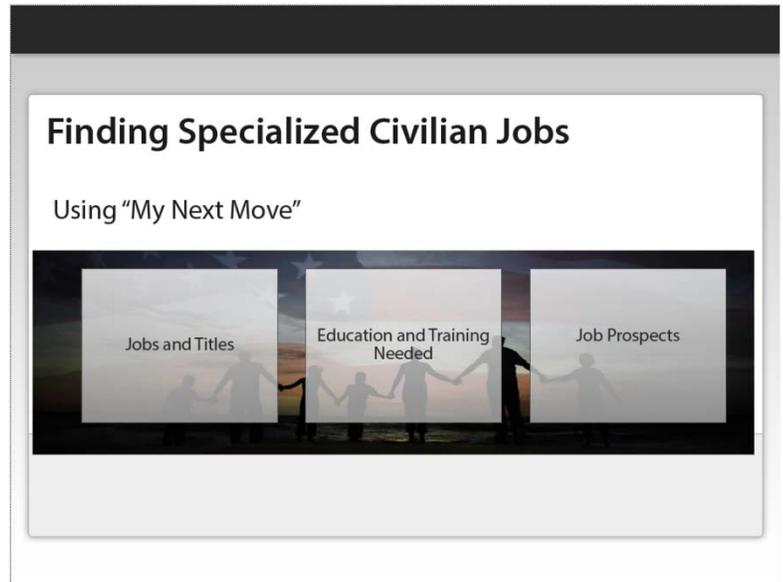
SOURCE: The Insider's Guide to Finding the Perfect Job, Peterson's, 2000

Finding Specialized Civilian Jobs Using “My Next Move”

Link for demonstration for “My Next Move” – <http://militaryfamilies.psu.edu/sites/yrrp/mynextmove/>

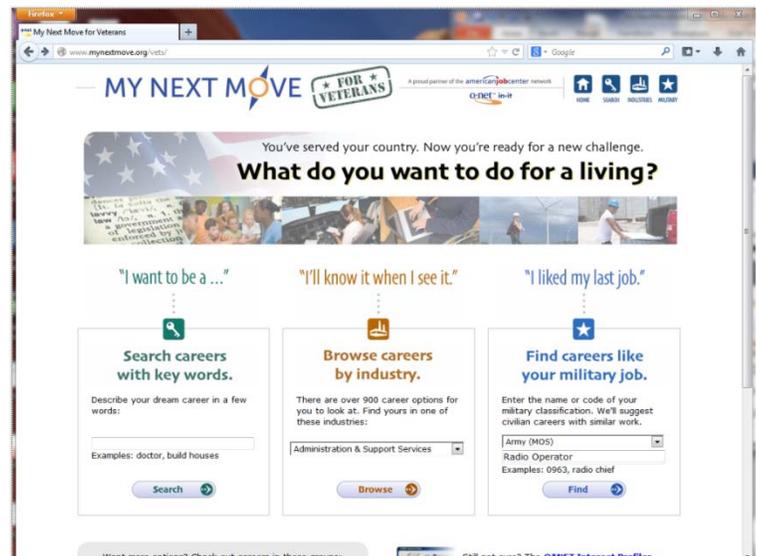
We will be using the website “My Next Move” to find civilian jobs and job titles that are similar to your military career.

This website will provide you with three things: a list of civilian jobs similar to what you did in the military, what trainings, certifications, or degrees are needed for each job, and the projected salaries and job openings for each career for your geographic area.



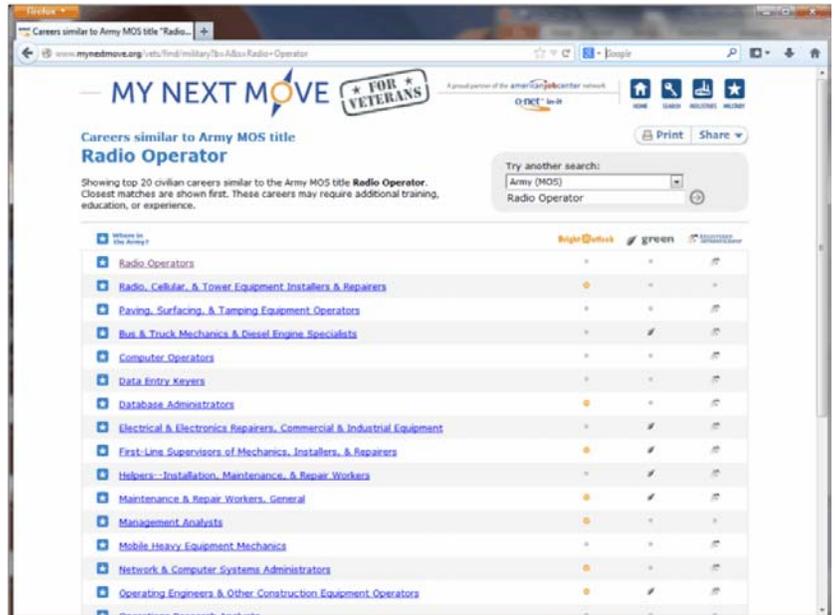
To start, open a web browser and navigate to the page mynextmove.org/vets

Take a look at the third search bar. In the drop down menu, select your military branch. Then in the box below that, enter your MOS identification or just type in your job title and hit find.



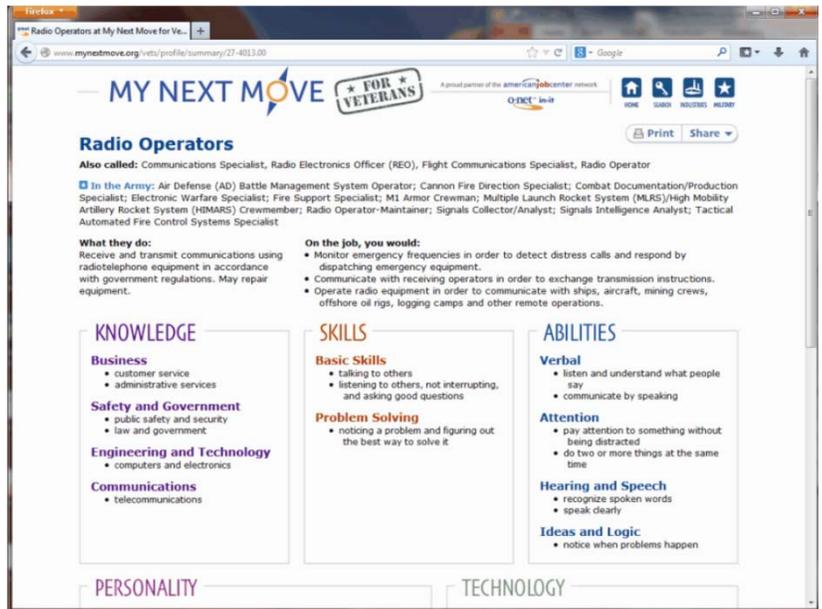
On this screen will be a list of civilian jobs with similar requirements or skillsets to your job.

At a glance, this screen shows us a few things about each career. A sun symbol next to it predicts a large growth for this job in the near future. If there is a leaf, the job is eco-friendly. The third symbol signifies if the career has opportunities to gain an apprenticeship, which would allow you to work in the field directly making money as you gain specific job skills. Click on a job title to get more information about it.

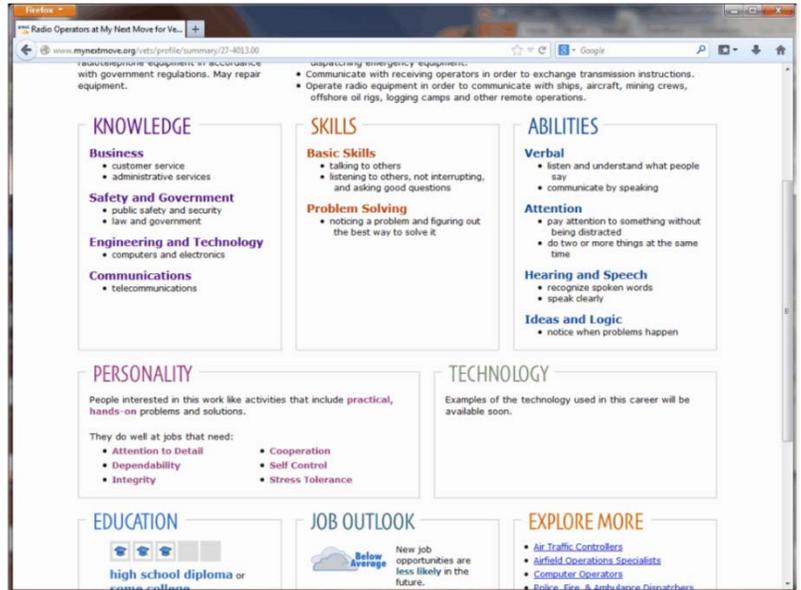


This will direct you to a specific career page. At the top of the page is the job name and other civilian titles for the same job. Just below that is the list of similar positions you may have held during your service.

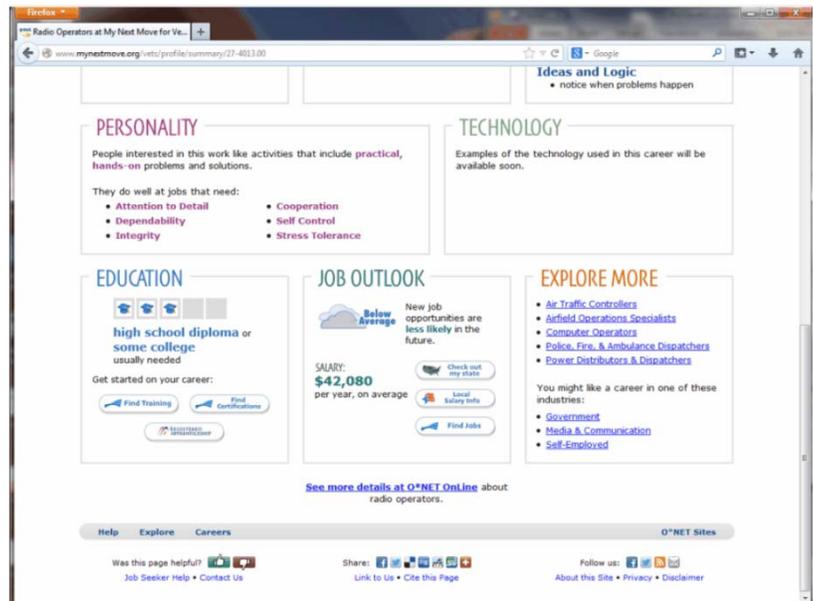
Next is a brief job description and a bulleted list of job duties.



Halfway down the same page, these colorful boxes identify many of the knowledge, skill, abilities, traits, and technological skills you may need in this career.



At the Bottom of the page, there is a box labeled “education” which identifies how much schooling the job requires. Also within that box are links to find training, certifications, and apprenticeships. Clicking on a link will open a box that will ask you to enter an area code. Entering this in this will bring you to a page listing locations near you that provide each educational opportunity.



The Job Outlook box provides a prediction for the likelihood of new job creation as well as an average salary for the position. The links in this box also allow you to enter an area code to get more specific job statistics for your area.

Lastly are links to other career pages that share characteristics with the page you are on. To look at another career you can: explore these links, click the back navigation arrow to go back to the list of jobs that match your search, or create a new search by going back to the home page.