

ALBERTA WORK SEARCH ONLINE



Can you describe your Accomplishments and Skills?

This exercise will help you identify your work specific or technical skills.

1 In the *Task* column, list all the tasks you perform in your work. The example in this exercise will help you get started.

2 Break down each task into the skills required and list them in the *Skills involved* column.

Be specific-the more detailed the list, the better. If you're having a hard time coming up with skills and descriptions, check out:

- Alberta occupational profiles at alis.alberta.ca/occinfo on the Alberta Learning Information Services (ALIS) website or in print at Alberta Employment, and Immigration service centers
- Job descriptions from your previous work
- Resumé books
- Job ads in the newspaper or on the internet

3 When you've completed the exercise, highlight (or circle) the skills you enjoy using. How you feel about the skills you use at work often influences both your competency and your job satisfaction. For this reason, the skills you enjoy using are often your most marketable skills.

Task

Skills involved

Example:
Repair diesel engine

- know about diesel engine mechanics
- use computerized diagnostic equipment
- understand and read engine schematics
- use precision tools and instruments

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