

BRAG PACK

To prepare to market yourself to employers, first, self-assess, identify, and evaluate your interests, skills, values, goals and personality traits. Think about what type of work environment is a good fit for you and research the job market in the geographic locations of interest. Then, reflect on your education and experiences as you prepare to communicate what you have learned and what successes you have achieved to a potential employer. Finally, evaluate your “worth” using salary calculators and cost of living comparisons. Bragging on yourself is difficult. The following exercises should help you get more comfortable and guide you in resume/cover letter updates interview preparation.

IDENTIFY SKILLS

1) Place a check mark next to each skill you feel you possess. Be sure to consider all settings in which you might have demonstrated each skill: classroom, organization, volunteer, part/full-time and internship experiences.

ANALYTICAL

- analyzed
- assessed
- compared
- conceptualized
- critiqued
- diagnosed
- evaluated
- identified
- inspected
- interpreted data
- investigated
- made decisions
- observed
- predicted
- projected
- proved
- reflected
- researched
- reviewed
- solved problems
- surveyed
- tested
- thought critically
- validated

COMMUNICATION

- communicated
- debated
- defined
- described
- drafted
- edited
- explained
- interacted
- interviewed
- listened
- presented
- published
- reported
- spoke in public
- summarized
- wrote

CREATIVE

- advertised
- created
- designed
- developed
- displayed
- entertained
- illustrated
- improvised
- innovated
- performed
- produced
- promoted

FINANCIAL

- appraised
- audited
- balanced
- budgeted
- earned
- invested
- merchandised
- raised funds

HELPING

- advised
- coached
- collaborated
- counseled
- guided
- mentored
- served
- supported
- taught
- tutored
- trained
- volunteered

PERSUASION

- encouraged
- influenced
- mediated
- motivated
- persuaded
- negotiated
- recruited

LEADERSHIP

- authorized
- chaired
- directed
- delegated
- enforced
- facilitated
- founded
- initiated
- implemented
- managed change
- managed crisis
- managed people
- managed resources
- presided
- supervised

ORGANIZATIONAL

- administered
- consolidated
- coordinated
- managed time
- monitored
- organized
- planned
- performed
- data entry
- prioritized
- processed
- recorded
- scheduled

TECHNICAL

- assembled
- constructed
- compiled
- engineered
- installed
- integrated
- operated
- measured
- programmed
- repaired
- upgraded

ADDED VALUE

- adapted
- enhanced
- improved
- maximized
- minimized
- shaped
- streamlined
- strengthened

2) Review the items you checked and narrow your list to your 10 strongest skills and write them on the provided table.

3) In the table on the next page, describe specific examples of how you have demonstrated these 10 skills in past part/full-time and internship experiences, related education/research projects and community, volunteer and church activities.



TRANSFERABLE SKILLS	PART-TIME JOBS TEMPORARY JOBS INTERNSHIPS	RELATED EDUCATION, PROJECTS AND/OR RESEARCH	COMMUNITY ACTIVITIES VOLUNTEER WORK CHURCH ACTIVITIES
<i>E.g. Delegated</i>	<i>Team leader at chain restaurant. Oversaw 10 other servers per shift.</i>	<i>Marketing Team Project: Initiated leadership for team of 4 to complete marketing campaign.</i>	<i>President of social fraternity. Delegated to 5 other executive board members.</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

IDENTIFY WORK VALUES

The following list describes a variety of ways people obtain satisfaction from their jobs. This list and the following process may help you clarify your values (what is *important* to you) in relation to the world of work.

1) Read each definition and check the items you would like as part of your ideal job.

- Help Society:** Involved in contributing to betterment of communities or world.
- Help Others:** Involved in helping people directly.
- Aesthetics:** Make beautiful things and contribute to the beauty of the world.
- Creativity:** Create new ideas, programs, products, organizational structures or anything else not following a format previously developed by others.
- Work Alone:** Do projects alone, without significant amount of contact with others.
- Public Contact:** Have a lot of day-to-day contact with people.
- Collaboration:** Have close working relationships; work as team toward common goals.
- Friendships:** Develop personal relationships with people as a result of work activities.
- Competition:** Engage in activities that pit my abilities against others with clear “win” and “lose” outcomes.
- Knowledge:** Engage in pursuit of knowledge, truth, and understanding for knowledge sake.
- Intellectual Status:** Be regarded as a person of high intelligence or as one who is an acknowledged “expert” in field.
- Recognition:** Be recognized by others for quality work in a visible or public way.
- Achievement:** Have personal satisfaction and feeling of accomplishment in position.
- Supervisory Relationship:** Have a fair supervisor with whom I get along well.
- Power and Authority:** Allowed to plan, lay out, supervise, and be directly responsible for work activities.
- Make Decisions:** Have the power to decide courses of action, policies, etc.
- Fast Pace:** Work in circumstances where there are fast-paced activities and work must be done rapidly.
- Excitement:** Experience a high degree of (or frequent) excitement at work.
- Adventure:** Work activities involve frequent risk-taking.
- Change and Variety:** Work responsibilities change frequently in content and setting.
- Independence:** Entrusted to determine nature of work and how approach it without significant direction; do not have to do what others tell me to do.
- Time Freedom:** Complete work responsibilities according to my own schedule; no specific working hours required.
- Way of Life:** Position allows me to maintain own identity in workplace: dress, speech, office decorations, listening to music, eating at my desk, etc.
- Location:** Find a place to live (town, geographical area) which is conducive to my lifestyle and affords me the opportunity to do the things I enjoy most.
- Surroundings:** Physical environment appeals to me: temperature, noise level, privacy, office view, cleanliness, newness of building, furniture, decorating, etc.
- Stability:** Work routine and job duties are predictable and not likely to change over a long period of time.
- Security:** Assured of keeping my job with a reasonable financial reward.
- Profit/Gain:** Have a strong likelihood of accumulating large amounts of money or other material gain.

2) Review the items you have checked, identify the 10 items you want most in a position and list them here:

3) Brainstorm how you have demonstrated these values in the past:

IDENTIFY PERSONAL TRAITS

This exercise is designed to help you identify qualities and traits you possess. This task will be useful for describing yourself to employers in interviews and cover letters.

1. Place a check mark next to each word you feel describes you.

- | | | |
|---|---|--|
| <input type="checkbox"/> accommodating | <input type="checkbox"/> efficient | <input type="checkbox"/> possess good sense of humor |
| <input type="checkbox"/> accurate | <input type="checkbox"/> empathetic | <input type="checkbox"/> possess common sense |
| <input type="checkbox"/> adaptable | <input type="checkbox"/> energetic | <input type="checkbox"/> practical |
| <input type="checkbox"/> adventurous | <input type="checkbox"/> enjoy challenges | <input type="checkbox"/> precise |
| <input type="checkbox"/> ambitious | <input type="checkbox"/> enthusiastic | <input type="checkbox"/> process-oriented |
| <input type="checkbox"/> analytical | <input type="checkbox"/> entrepreneurial | <input type="checkbox"/> productive |
| <input type="checkbox"/> appreciate diversity | <input type="checkbox"/> ethical | <input type="checkbox"/> professional |
| <input type="checkbox"/> appreciate feedback | <input type="checkbox"/> fair | <input type="checkbox"/> punctual |
| <input type="checkbox"/> approachable | <input type="checkbox"/> flexible | <input type="checkbox"/> a quick learner |
| <input type="checkbox"/> articulate | <input type="checkbox"/> friendly | <input type="checkbox"/> rational |
| <input type="checkbox"/> assertive | <input type="checkbox"/> generous | <input type="checkbox"/> reliable |
| <input type="checkbox"/> authentic | <input type="checkbox"/> goal-oriented | <input type="checkbox"/> resourceful |
| <input type="checkbox"/> autonomous | <input type="checkbox"/> hard-working | <input type="checkbox"/> realistic |
| <input type="checkbox"/> calm under pressure | <input type="checkbox"/> helpful | <input type="checkbox"/> resilient |
| <input type="checkbox"/> candid | <input type="checkbox"/> honest | <input type="checkbox"/> respectful |
| <input type="checkbox"/> cautious | <input type="checkbox"/> imaginative | <input type="checkbox"/> results-oriented |
| <input type="checkbox"/> cheerful | <input type="checkbox"/> inclusive | <input type="checkbox"/> responsible |
| <input type="checkbox"/> collaborative | <input type="checkbox"/> independent | <input type="checkbox"/> responsive |
| <input type="checkbox"/> compassionate | <input type="checkbox"/> industrious | <input type="checkbox"/> seek challenges |
| <input type="checkbox"/> committed to integrity | <input type="checkbox"/> influential | <input type="checkbox"/> self-aware |
| <input type="checkbox"/> competitive | <input type="checkbox"/> innovative | <input type="checkbox"/> self-motivated |
| <input type="checkbox"/> confident | <input type="checkbox"/> intelligent | <input type="checkbox"/> self-sufficient |
| <input type="checkbox"/> congenial | <input type="checkbox"/> intuitive | <input type="checkbox"/> self-reliant |
| <input type="checkbox"/> conscientious | <input type="checkbox"/> inquisitive | <input type="checkbox"/> sincere |
| <input type="checkbox"/> conservative | <input type="checkbox"/> level-headed | <input type="checkbox"/> spontaneous |
| <input type="checkbox"/> considerate | <input type="checkbox"/> loyal | <input type="checkbox"/> tactful |
| <input type="checkbox"/> consistent | <input type="checkbox"/> mature | <input type="checkbox"/> take direction well |
| <input type="checkbox"/> cooperative | <input type="checkbox"/> methodical | <input type="checkbox"/> take initiative |
| <input type="checkbox"/> cost-conscious | <input type="checkbox"/> observant | <input type="checkbox"/> team-oriented |
| <input type="checkbox"/> creative | <input type="checkbox"/> open-minded | <input type="checkbox"/> tenacious |
| <input type="checkbox"/> curious | <input type="checkbox"/> optimistic | <input type="checkbox"/> thoughtful |
| <input type="checkbox"/> decisive | <input type="checkbox"/> organized | <input type="checkbox"/> thorough |
| <input type="checkbox"/> dedicated | <input type="checkbox"/> outgoing | <input type="checkbox"/> tolerant |
| <input type="checkbox"/> dependable | <input type="checkbox"/> passionate | <input type="checkbox"/> trustworthy |
| <input type="checkbox"/> detail-oriented | <input type="checkbox"/> patient | <input type="checkbox"/> values-oriented |
| <input type="checkbox"/> determined | <input type="checkbox"/> perceptive | <input type="checkbox"/> versatile |
| <input type="checkbox"/> diplomatic | <input type="checkbox"/> persistent | <input type="checkbox"/> visionary |
| <input type="checkbox"/> disciplined | <input type="checkbox"/> personable | <input type="checkbox"/> willing to take risks |
| <input type="checkbox"/> discreet | <input type="checkbox"/> persuasive | |
| <input type="checkbox"/> driven | <input type="checkbox"/> pleasant | |
| <input type="checkbox"/> dynamic | <input type="checkbox"/> poised | |
| <input type="checkbox"/> eager | <input type="checkbox"/> polite | |

2) Review the items you have checked, identify the 10 items that most describe you and list them here in the order of most to least identify:

3) Brainstorm how you have demonstrated these traits in the past: