

# CAREER ACTION 3-1

## Skills and Competencies Profile

### Part 1: Job-Specific Skills

**DIRECTIONS:** Review **Career Actions 2-1 and 2-2** to refresh your memory regarding the job-specific skills and transferable competencies you developed through your education, training, and experiences. Then identify and list below the ten most important job-specific skills related to your current career target (examples: using job-specific computer software; operating specific equipment or tools; performing specific tasks such as developing X-rays).

### My Most Important Job-Specific Skills Related to My Career Target

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**NOTE:** In Chapter 9 (resume development) and Chapter 11 (the interview), you are asked to prove that you have these skills by documenting examples of times you used them—providing “proof by example.” Employers ask for these examples, and you need to be prepared to give them.