

Career Development Services

Labor Market Skills-Scan Worksheet

Before you write or revise your resume, conduct a scan of what skills at least 10 employers are looking for in your occupation. Here's what we suggest you do...
Find at least 10 job announcements on craigslist.org, indeed.com, a job bank or a company's website.

1. Look in the posting for job-specific "hard" and applied-life "soft" skills and place those listed skills in the appropriate column on the worksheet. They may be listed under a variety of headings including; knowledge, skills and abilities; responsibilities; desired qualifications; preferred qualifications, etc.
2. Identify the skills that are common to all the job listings by highlighting them with a marker.
3. Revise your resume by including those common skills as best you can with statements that illustrate your achievements.

Operations/Office Assistant NATL CITY	Administrative Assistant PT LOMA	Administrative Assistant ENCINITAS	Administrative Assistant ESCOND	Administrative Assistant SD	Common Skills from All Postings
Office work	Handle mail/email	Hard working	Energetic	Must have vehicle	Time Management/tracking
Answering phones	Draft correspondence	Answer phones	Dependable	Background check	Multi-tasking
Time management	Multi-tasking	Word processing	Well organized	Handle inbound calls	Detail oriented/Attention to...
Lt bookkeeping	Detail oriented work	Assemble tax returns	Greet customers	Answer questions	Problem solving
Maintain files	Edit poems	Troubleshoot comput.	Field inbound calls	Fax/email info	Team player
Assist in interviewing	Publish to website	Meet deadlines	Assist all depts.		Phone skills
Conduct training	Keep track of jobs	Flexible	Value team work		Reliable/dependable
Filing, copying	Work with little supvr.	Team player	Multiple functions		Filing and word processing
	Neat work space		Accounts pay/rec		
	Problem solving		Open and sort mail		
	Pro appearance		Order office supplies		
	Meticulous detail		3+ yr construction exp		
	Reliable transport.		Phone etiquette		
			Efficient and fun		
			Great verbal/written		
			Attention to detail		
TECHNICAL AND MISC. SKILLS					
MS Office	MS Suite			Typing test required	
Bilingual a plus				50 words per minute	