

## My Skills Project – CLE 10

Outcomes addressed:

- Mentorship opportunities
- Strategies for maintaining well-being in personal and work life
- Preferred ways of knowing and learning
- Self-assessment and reflection strategies
- Appreciate workplace behavior and workplace safety

Step 1: Create a Word Doc or Google Doc with a **minimum of 30** sentences you can use listing your skills (and/or) skills an employee should have for a variety of jobs.

- The heading of the list will be “**Skills and Attributes**”
- The list will have sentences such as:
  - Proficient at using Microsoft Word.
  - Excellent verbal communicator.
  - Self-motivated to complete tasks independently.

Step 2: Create a separate list on the **same** document of your interests and hobbies.

- The heading of the list will be “**Interests and Hobbies**”
- The list should include interest, hobbies, sports played, etc.

Step 3: Create a final list of achievements and certifications.

- The heading of the list will be “**Achievements and Certifications**”
- This list can include anything that you have personally achieved (e.g., awards for projects or sporting events)
- The list can also include any certifications you may have (e.g., life guarding, ski instructor, etc.)
- Try and **includes dates where possible** for certifications.

Step 4: Ways of Knowing and Learning

- If you haven't already, complete the myBlueprint *Learning Styles, Interests, Knowledge* surveys and the Winter Count done with Mrs. Bradshaw.
- Consider the results of all of the surveys by **taking notes** on the results (these notes will be handed in with the project but not graded)
- Create visual, accompanied with keywords of the ways that you learn best.
- The visual should be comprehensive and well thought out.

Step 5: Culmination of Skills

- The final portion of the project will be a **Complete Resume**.
- The resume will include the following elements:
  - Education
  - Related Skills or Core Competencies
  - Related Experience (list of jobs and experience in order of date)
  - Interests and accomplishments
  - References (x2)