Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HCE 9**

**Employability Skills Assignment Part 2**

**Part 1**: **(On your own)**

**Task**: *Last class you identified important employability skills and how these skills are important in different areas of your life*. Today you are going to identify your own employability skills, how you learned these skills and then how you are going to use this information to build your resume.

You learn new skills every day, whether you realize it or not! *For example:*

You may have very good written communication skills that you learned in your English class. You have likely been working on this skill for years – but at one point in time you showed this skill very well. This may have been that time you wrote an essay about the 5Ws of the American Revolution in your Social Studies class.

Do not limit yourself to what you learned in school – you have learned many things from your family, volunteer activities, etc. ☺

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| My Employability Skill(s) | How did I learn this skill?  | When did I show I could do this very well? |
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**Part 2: (partners)**

There are a variety of ways that you can learn employability skills. With your partner, discuss and list what kind of skills you might learn from each of these scenarios.

1. You are team captain for your dodge ball team
2. You volunteer at a care facility for senior citizens in Abbotsford.
3. You analyze a primary source document in Social Studies class.

**Part 3: Showing your employability skills on your resume**

When you write a resume you will include a section at the top that outlines your specific employability skills that would help you in that specific job.

Pretend that you are applying for a job in retail. Make a list of the specific skills that YOU have that would help you in this job; each point should have one sentence that describes your skill.