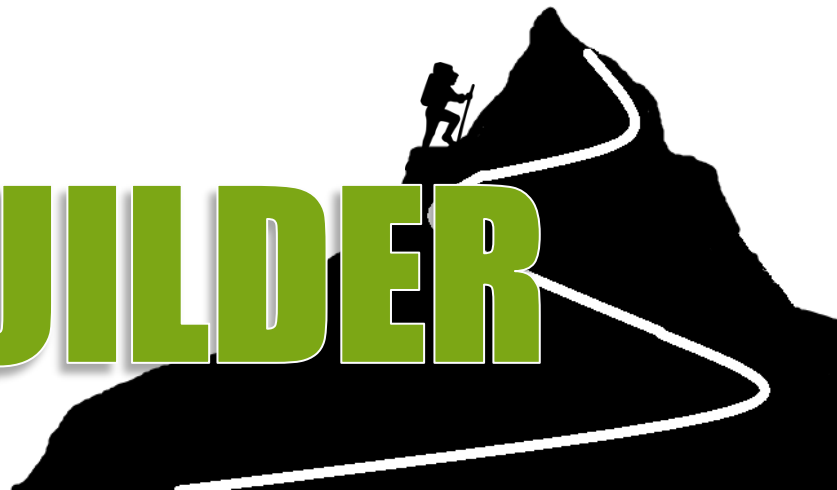


# NAVIGATE YOUR JOURNEY AS A

# SKILL BUILDER



## How to Develop Skills Sought by Employers

Across all disciplines, employers have similar expectations of the skills needed from qualified applicants. Below is a list of essential skills gathered from research published about employer needs.\* Listed below each skill are opportunities to explore and develop that particular skill or behavior. Use these suggestions to create your own powerful set of skills while at Gardner-Webb, in and out of the classroom. A strong set of these skills and behaviors will increase your marketability for internships, jobs and graduate school.

**Number 1 way to develop any of these skills: Involvement on campus!**

### 1. **COMMUNICATION SKILLS: Ability to write, speak, and present yourself well**

- Enroll in an academic class that is writing intensive or includes presentations or speeches
- Work in a campus office or part-time position
- Improve the way you listen to others; use empathy and self-control when diffusing disagreements
- Write stories, newsletters etc. for student organizations such as the Bulldog Bite, English Channel, or yearbook
- Refine your job search materials (resume, cover letter, interview preparation) with Professional Development
- Act in a theater group, broadcasting, or even an improv group
- Do fundraising or volunteer work for charities or nonprofit organizations
- Participate in a mission trip domestically or abroad

### 2. **INTERPERSONAL SKILLS: Relating to others and demonstrating self-confidence, tact, and approachability**

- Engage in discussions with people different from you
- Participate as an active team member in a class, campus organization or at a job
- Live in a group setting on or off campus
- Conduct interviews with people to gather information for a class project, organization or personal goal
- Volunteer at a non-profit or serve in an organization like Civitan, Relay for Life, SGA and more
- Work as a tutor (on or off campus), coach, camp counselor, mentor, Peer Leader, Big Brother or Big Sister

### 3. **TEAMWORK SKILLS: Working well with others, flexible and adaptive**

- Lead a project team or committee in class, a student organization, or job
- Use an internship, study group, class or research project to help turn a group of people into a team with common goals
- Participate on an intramural team, coach Little League, become a summer camp counselor or recreation leader
- Showcase relatability and connection with roommates, teammates, classmates, or others in group settings
- Contribute as a valuable member of a team focusing on team goals more than personal goals

### 4. **INITIATIVE: Having a strong work ethic, being a risk-taker, entrepreneur**

- Identify a campus or community need and proactively find and implement solutions
- Select a skill you would like to improve, and seek out experiences which help you achieve that goal
- Appropriately balance academics, co-curricular activities and employment
- Solicit strong instructors/supervisor references from academic, co-curricular or employment activity
- Complete a task or project without having to be asked
- Study abroad; interact with other cultures

## 5. ANALYTICAL SKILLS- Problem-solving, detail-oriented, organize, creative, strategic planner

- Participate in undergraduate research with a faculty member
- Work as a lab assistant with computers, science or language
- Organize a campus event, including volunteer staff, budget, publicity, etc.
- Seek opportunities to evaluate data to support decision-making
- Manage your time well; meet deadlines
- Take a topic you are passionate about, and research the opposing view
- Read an article in an academic area different from your own and develop implications for your area
- Develop a strategic plan for a student organization
- When considering a difficult decision, appraise your choices realistically and seek professional advice when appropriate



## 6. LEADERSHIP SKILLS: Make decisions, communicate vision, action oriented, influence/motivate others, enthusiastic

- Explore leadership opportunities through the Center for Personal and Professional Development
- Run a campaign for student government or campus issues; or get involved in local state politics
- Be an active officer or committee chair of a campus organization
- Identify a campus or community need and proactively find and implement solutions
- Facilitate group discussions in class or in a campus organization
- Organize and manage an intramural sports team, camp or recreation group
- Lead children's programs, tutor kids in a local school, or coach a children's sports team
- Get an internship in an area of career interest; consult with Professional Development and your department internship coordinator
- Train new campus organization members or employees at your job

## 7. TECHNICAL SKILLS: Knowledge and skills related to a specific job field, utilizing computer software & hardware, web and financial resources

- Work as a student network or computer consultant with campus IT or Residence Life
- Design or maintain websites for a student or community organization, campus office or yourself
- Design a brochure, advertisement or newsletter using desktop publishing software
- Assist community agencies with database, statistical analyses, financial or service reports
- Keep budgets or financial records for campus or community organizations or work in a billing office
- Design PowerPoint presentations or Prezis for class or a campus organization
- Work in the studio or control room of campus radio station or community radio or TV station
- Learn computer and technical skills in classes and workshops that focus on software programs and applying technology

*\*Sources include the National Association of Colleges & Employers (NACE), Michigan State University, University of Illinois at Urbana-Champaign, UNC Wilmington, Hart Research Associates, CareerBuilder, US New & World Report, World Future Society, American Society for Training and Development and the US Department of Labor*

*\*\*Campus leadership and peer leader positions include Resident Assistant, Big Brother/Big Sister, U111 Peer Leader, Student Government Association (SGA), Student Recruitment Ambassadors (SRA), Peer Tutoring and Writing Center*



### For more information:

Student Life and Services: [www.gardner-webb.edu/student-life-and-services](http://www.gardner-webb.edu/student-life-and-services)  
Jobs and Internships: Click on the WebbWorks button after logging in to WebbConnect

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