(1) List 1 personal achievement for which you are most proud. It can pertain to academics, extracurricular activities (clubs, sports, etc.), a summer intern/job, or just an occurrence in your life.

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________________________________________________________________________

(2) Identify which soft skills contributed to this achievement. Soft skills are qualities that enhance personal encounters, often contributing to new career opportunities and resulting in better job performance.


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(3) List a job interview you would like to have this semester pertaining to a summer internship or job upon graduation.

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(4) Think of a specific, moment-in-time story that persuades the listener (prospective employer in Step 3) that you really have the traits sought by that company.

(5) Transferrable skill – Even if you have little experience, a specific soft skill can be positioned as a compelling transferrable skill. Craft your story to the listener, convincing that person (aka interviewer), that you have the right qualities for the specific job. The better (and more customized) the story, the more a person will listen.

(6) Resumes – Look at every entry on your resume. You should have moment-in-time stories articulated in your head for each entry, highlighting the soft skills that contributed to your success in a job. Think of your resume like a series of movie trailers, piquing the interest of the reader so he/she wants to learn more (aka interview you).