



Discover Your Calling &
Communicating Your Experience

Today's Talk

- The 4 Key Elements of Career Exploration
- Highlighting Your Experience & Communicating Your Value

Introductions

Name

What career/job do you want?

I don't know is OK

Career Exploration

Only 27% of college grads have a job related to their major

- **Personality (truity.com):** Understanding Yourself
 - Your interpersonal style and how it fits with different roles.
- **Skills & Strengths:** Play to Your Natural Abilities
 - Identify what you're naturally good at and leverage those strengths for success.
- **Values, Motivations, & Interests:** Your Guiding Stars
 - What's important to you? What are your natural curiosities and passions?
- **Work Environment:** Finding Your Fit
 - Considering factors like pay, hours, work-life balance, where you work, and who you work with.

Application Process

- Employer has a problem
- They tell you the solution to the problem through the job description
- Be the solution to their problem (do not talk about things they do not care about)

Accomplishment Statements & Transferable Skills

- 4 Parts to a Good Accomplishment Statement
 - Starts with Action Verb (do not repeat as first word)
 - Has a Transferable Skill
 - Tailored to the job description (Job Duties)
 - Highlight transferable skills and job duties on the job description and include them as you write your statements
 - Has a measurable/quantifiable element that shows success

Examples

- Changed a Light Bulb
 - Single-Handedly managed the successful upgrade and deployment of new environmental illumination system with \$0 cost overruns and 0 safety incidents
-
- Increased efficiency of operations in team environment ultimately decreasing order to delivery time by 5%.

Artificial Intelligence

- Write me 10 accomplishment statement based on this “[1 bullet from job description]”
- It creates a good start, about 60% complete, you need to edit/tweak/tailor for your resume

Prime Resume

- Don't try to keep all your experiences spread across multiple resumes, keep it in a prime resume
- Every time you write a new accomplishment statement, add it to your prime resume
- Once you have applied to multiple jobs, start with the prime resume
- Delete the bullet points that don't matter to the employer, and edit the ones that do with the transferable skills from the job description
- Great to keep this on Google drive or other cloud service
- Every time you learn a new skill or perform a new duty, open and add it to your prime resume

Upcoming Events

Resume & Cover Letter Workshop

Every Tuesday 12:00pm - 1:30pm

Resume Review

Every Wednesday 12:00pm - 1:00pm

Interview & Networking Skills

Every Thursday 12:00pm - 1:00pm

Virtual Mock Interview

Every Friday 12:00pm - 1:00pm

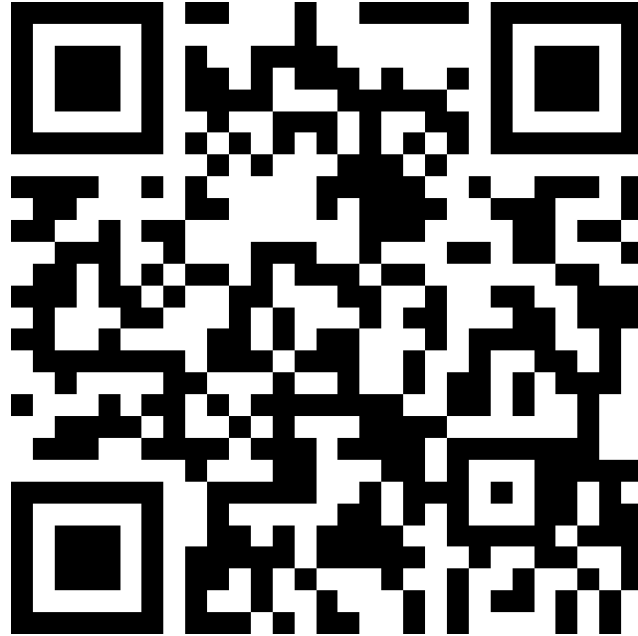
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Presentation and Handouts



ACTION VERBS

Use action words to get your point across clearly, efficiently, and with impact. Here are a few suggestions, listed by functional areas, to help you get started.

ANALYTICAL/ FINANCE

Allocate
Appraise
Audit
Balance
Bill
Budget
Calculate
Check
Compare
Determine
Distinguish
Estimate
Factor
Forecast
Isolate
Observe
Project
Reason
Reconcile
Sort
Tabulate

CLERICAL/ ADMINISTRATIVE

Archive
Arrange
Classify
Collate
Collect
Compile
Document
Generate
Implement
Inspect
Inventory
Log
Maintain
Maintain records
Monitor
Operate
Order
Organize
Prepare
Process
Purchase
Record
Reorganize
Retrieve
Schedule
Screen
Specify

COMMUNICATION

Address
Advertise
Arbitrate
Arrange
Author
Collaborate

Communicate
Contact
Correspond
Detail
Direct
Draft
Edit
Enlist
Formulate
Influence
Interpret
Invite
Market
Mediate
Meet with
Moderate
Negotiate
Persuade
Present
Promote
Publicize
Publish
Reconcile
Recruit
Represent
Respond
Sell
Solicit
Speak
Transcribe
Translate
Write

TEACHING/ TRAINING

Advise
Assess
Assist
Clarify
Coach
Conduct
Coordinate
Counsel
Critique
Educate
Enable
Encourage
Evaluate
Explain
Facilitate
Teach
Train

CREATIVE

Act
Adapt
Compose
Conceive
Conceptualize
Create
Customize

Design
Develop
Discover
Enhance
Establish
Fashion
Founded
Illustrate
Initiate
Innovate
Institute
Integrate
Introduce
Invent
Make
Modify
Originate
Perform
Plan
Propose
Redesign
Remodel
Restructure
Revitalize
Shape
Simplify
Suggest
Transform

LEADERSHIP/MGMT.

Administer
Analyze
Approve
Assign
Authorize
Chair
Consolidate
Contract
Control
Coordinate
Cultivate
Decide
Delegate
Designate
Develop
Direct
Disprove
Encourage
Evaluate
Execute
Handle
Head
Hire
Instigate
Judge
Launch
Lead
Lobby
Manage
Motivate
Orchestrate

Organize
Oversee
Plan
Prioritize
Provide
Recommend
Recruit
Regulate
Review
Serve as
Serve on
Set up
Supervise
Validate

TECHNICAL SKILLS

Analyze
Assemble
Automate
Build
Calculate
Code
Compute
Configure
Construct
Convert
Create
Debug
Design
Develop
Devise
Diagnose
Draft
Engineer
Evaluate
Fabricate
Inspect
Install
Maintain
Make
Manufacture
Operate
Overhaul
Process
Produce
Program
Remodel
Repair
Solve
Survey
Test
Upgrade
Validate
Verify

TEAMWORK

Collaborate with
Contribute
Participate in
Discuss

RESEARCH

Accumulate
Acquire
Clarify
Collect
Compile
Critique
Diagnose
Document
Examine
Extract
Extrapolate
Find
Gather
Identify
Interview
Investigate
Organize
Read
Report
Research
Review
Study
Summarize
Survey
Synthesize
Systematize
Verify

RESULTS/ ACCOMPLISHMENTS

Accomplish
Achieve
Act
Advance
Assume responsibility
Attain
Close (a deal)
Complete
Decrease
Deliver
Demonstrate
Earn
Eliminate
Enlarge
Expand
Expedite
Improve
Increase
Meet deadlines
Obtain
Produce
Recognized as
Reduce
Resolve
Restore
Solidify
Streamline
Strengthen
Transform
Win

Transferable Skills

Examples of how transferable skills are used:

- “*Served bacon and eggs...*
Assist customers in a timely and effective manner at a fast-paced restaurant.
- “*Sold high-end womens’ shoes...*
Communicated and marketed products to a diverse client base...
- “*Tested and repaired PC boards...*
Analyzed and troubleshoot equipment and process defects.

Below are some transferable skills listed by various categories to get you started:

MACHINE MANUAL

Adjusting
Assembling
Building
Constructing
Controlling/operating
Filing
Maintaining
Operating tools/equipment
Preparing
Producing
Repairing
Showing dexterity
Typing

ATHLETIC / OUTDOORS

Agility
Climbing/lifting
Landscaping
Navigating
Physical coordination
Traveling
Working with animals

NUMERICAL / FINANCIAL

Accounting
Auditing
Bookkeeping
Budget
Planning/implementation
Computing Skills
Managing Finances
Statistical Problem Solving
Taking Inventory

INFLUENCE / PERSUADING

Advertising
Developing rapport
Fund raising
Influencing
Mediating
Motivating

Negotiating
Persuading/debating
Promoting
Selling

INSTRUCTING / GUIDING

Advising
Coaching
Communicating effectively
Encouraging
Group facilitating
Teaching
Training/developing

LEADERSHIP

Confronting
Coordinating
Initiating
Making Decisions
Mediating
Motivating
Negotiating
Planning/Effecting Change
Policy Making
Promoting Change
Recruiting
Risk taking
Self-directing

ORGANIZING / MANAGEMENT

Achieving/producing
Committee working
Delegating
Evaluating
Goal setting
Maintaining
Managing
Organizing things, people
Planning
Prioritizing
Program development
Scheduling

Supervising
Team building
Time management

COMMUNICATIONS

Communicating effectively
Debating
Editing
Explaining
Interpreting
Interviewing
Publishing
Reporting
Translating
Writing

HELPING / HUMAN RELATIONS

Caring, showing compassion
Counseling
Consulting
Developing rapport
Helping and serving
Listening
Public relations
Referring
Sharing credit
Showing sensitivity
Showing tolerance
Team worker
Understanding

INTUITIONAL / INNOVATING

Adapting
Balancing factors
Conceptualizing
Creating developing ideas
Experimenting
Improving
Innovating
Inventing
Judging
Making decisions

Relating abstract ideas
Sizing up people/situations

ARTISTIC

Color discrimination
Creative imagining
Creative writing
Designing: visual and spatial
Displaying
Expressiveness
Musical composing
Playfulness
Playing musical instruments
Restoring/decorating
Visualizing concepts
Visualizing shapes

OBSERVATION / INVESTIGATIVE

Analyzing/comparing
Appraising
Clarifying problems
Compiling
Diagnosing
Evaluating
Information gathering
Inspecting/examining
Perceptive
Problem solving
Questioning
Recording
Researching
Reviewing/evaluating
Surveying
Systematizing
Testing
Trouble shooting

PERFORMANCE

Artistic presentations
Demonstrating
Public speaking
Singing, dancing, acting