



Brag Pack

1 Quickly, check the skills you feel you possess. You may demonstrate these skills at work, in the classroom, as part of an organization, in a performance art or a sport.

ANALYTICAL

- ☐ analyzed
- ☐ assessed
- ☐ compared
- ☐ conceptualized
- ☐ critiqued
- ☐ diagnosed
- ☐ evaluated
- ☐ identified
- ☐ inspected
- ☐ interpreted data
- ☐ investigated
- ☐ made decisions
- ☐ observed
- ☐ predicted
- ☐ projected
- ☐ proved
- ☐ reflected
- ☐ researched
- ☐ reviewed
- ☐ solved problems
- ☐ surveyed
- ☐ tested
- ☐ thought critically
- ☐ validated

COMMUNICATION

- ☐ communicated
- ☐ debated
- ☐ defined
- ☐ described
- ☐ drafted
- ☐ edited
- ☐ explained
- ☐ interacted
- ☐ interviewed
- ☐ listened
- ☐ presented
- ☐ published
- ☐ reported
- ☐ spoke in public
- ☐ summarized
- ☐ wrote

CREATIVE

- ☐ advertised
- ☐ created
- ☐ designed
- ☐ developed
- ☐ displayed
- ☐ entertained
- ☐ illustrated
- ☐ improvised
- ☐ innovated
- ☐ performed
- ☐ produced
- ☐ promoted

FINANCIAL

- ☐ appraised
- ☐ audited
- ☐ balanced
- ☐ budgeted
- ☐ earned
- ☐ invested
- ☐ merchandised
- ☐ raised funds

HELPING

- ☐ advised
- ☐ coached
- ☐ collaborated
- ☐ counseled
- ☐ guided
- ☐ mentored
- ☐ served
- ☐ supported
- ☐ taught
- ☐ tutored
- ☐ trained
- ☐ volunteered

PERSUASION

- ☐ encouraged
- ☐ influenced
- ☐ mediated
- ☐ motivated
- ☐ persuaded
- ☐ negotiated
- ☐ recruited

LEADERSHIP

- ☐ authorized
- ☐ chaired
- ☐ directed
- ☐ delegated
- ☐ enforced
- ☐ facilitated
- ☐ founded
- ☐ initiated
- ☐ implemented
- ☐ managed change
- ☐ managed crisis
- ☐ managed people
- ☐ managed resources
- ☐ presided
- ☐ supervised

ORGANIZATIONAL

- ☐ administered
- ☐ consolidated
- ☐ coordinated
- ☐ managed time
- ☐ monitored
- ☐ organized
- ☐ planned
- ☐ performed
- ☐ data entry
- ☐ prioritized
- ☐ processed
- ☐ recorded
- ☐ scheduled

TECHNICAL

- ☐ assembled
- ☐ constructed
- ☐ compiled
- ☐ engineered
- ☐ installed
- ☐ integrated
- ☐ operated
- ☐ measured
- ☐ programmed
- ☐ repaired
- ☐ upgraded

ADDED VALUE

- ☐ adapted
- ☐ enhanced
- ☐ improved
- ☐ maximized
- ☐ minimized
- ☐ shaped
- ☐ streamlined
- ☐ strengthened

2 Review the items you checked and narrow your list to your 10 strongest skills and write them on the table (back of this page).

3 On the table, describe specific examples of how you have demonstrated these skills in past work experiences, related education projects and/or community, volunteer and church activities.



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Your Top 10 Skills	Example in Work	Example in Educational Setting	Example in Activity
Example: COLLABORATED	Collaborated with family to weed yard	Collaborated with 3 peers to create presentation	Collaborated with team to win football games
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

IDENTIFY WORK VALUES

The following list describes a variety of ways people obtain satisfaction from their jobs. This list and the following process may help you clarify your values (what is *important* to you) in relation to the world of work.

1. Read each definition and select items you prefer as part of your ideal job.

- ☐ **Help Society:** Involved in contributing to betterment of communities or world.
- ☐ **Help Others:** Involved in helping people directly.
- ☐ **Aesthetics:** Make beautiful things and contribute to the beauty of the world.
- ☐ **Creativity:** Create new ideas, programs, products, organizational structures or anything else not following a format previously developed by others.
- ☐ **Work Alone:** Do projects alone, without significant amount of contact with others.
- ☐ **Public Contact:** Have a lot of day-to-day contact with people.
- ☐ **Collaboration:** Have close working relationships; work as team toward common goals.
- ☐ **Friendships:** Develop personal relationships with people as a result of work activities.
- ☐ **Competition:** Engage in activities that pit my abilities against others with clear “win” and “lose” outcomes.
- ☐ **Knowledge:** Engage in pursuit of knowledge, truth, and understanding for knowledge sake.
- ☐ **Intellectual Status:** Be regarded as a person of high intelligence or as one who is an acknowledged “expert” in field.
- ☐ **Recognition:** Be recognized by others for quality work in a visible or public way.
- ☐ **Achievement:** Have personal satisfaction and feeling of accomplishment in position.
- ☐ **Supervisory Relationship:** Have a fair supervisor with whom I get along well.
- ☐ **Power and Authority:** Allowed to plan, lay out, supervise, and be directly responsible for work activities.
- ☐ **Make Decisions:** Have the power to decide courses of action, policies, etc.
- ☐ **Fast Pace:** Work in circumstances where there are fast-paced activities and work must be done rapidly.
- ☐ **Excitement:** Experience a high degree of (or frequent) excitement at work.
- ☐ **Adventure:** Work activities involve frequent risk-taking.
- ☐ **Change and Variety:** Work responsibilities change frequently in content and setting.
- ☐ **Independence:** Entrusted to determine nature of work and how approach it without significant direction; do not have to do what others tell me to do.
- ☐ **Time Freedom:** Complete work responsibilities according to my own schedule; no specific working hours required.
- ☐ **Way of Life:** Position allows me to maintain own identity in workplace: dress, speech, office decorations, listening to music, eating at my desk, etc.
- ☐ **Location:** Find a place to live (town, geographical area) which is conducive to my lifestyle and affords me the opportunity to do the things I enjoy most.
- ☐ **Surroundings:** Physical environment appeals to me: temperature, noise level, privacy, office view, cleanliness, newness of building, furniture, decorating, etc.
- ☐ **Stability:** Work routine and job duties are predictable and not likely to change over a long period of time.
- ☐ **Security:** Assured of keeping my job with a reasonable financial reward.
- ☐ **Profit/Gain:** Have a strong likelihood of accumulating large amounts of money or other material gain.

2. Review the items you have checked, identify the 10 items you want most in a position and list them here:

3. Brainstorm how you have demonstrated these values in the past:

This exercise is designed to help you identify qualities and traits you possess. This task will be useful for describing yourself to employers in interviews and cover letters.

☐ accommodating	☐ efficient	☐ possess common sense
☐ accurate	☐ empathetic	☐ practical
☐ adaptable	☐ energetic	☐ precise
☐ adventurous	☐ enjoy challenges	☐ process-oriented
☐ ambitious	☐ enthusiastic	☐ productive
☐ analytical	☐ entrepreneurial	☐ professional
☐ appreciate diversity	☐ ethical	☐ punctual
☐ appreciate feedback	☐ fair	☐ a quick learner
☐ approachable	☐ flexible	☐ rational
☐ articulate	☐ friendly	☐ reliable
☐ assertive	☐ generous	☐ resourceful
☐ authentic	☐ goal-oriented	☐ realistic
☐ autonomous	☐ hard-working	☐ resilient
☐ calm under pressure	☐ helpful	☐ respectful
☐ candid	☐ honest	☐ results-oriented
☐ cautious	☐ imaginative	☐ responsible
☐ cheerful	☐ inclusive	☐ responsive
☐ collaborative	☐ independent	☐ seek challenges
☐ compassionate	☐ industrious	☐ self-aware
☐ committed to integrity	☐ influential	☐ self-motivated
☐ competitive	☐ innovative	☐ self-sufficient
☐ confident	☐ intelligent	☐ self-reliant
☐ congenial	☐ intuitive	☐ sincere
☐ conscientious	☐ inquisitive	☐ spontaneous
☐ conservative	☐ level-headed	☐ tactful
☐ considerate	☐ loyal	☐ take direction well
☐ consistent	☐ mature	☐ take initiative
☐ cooperative	☐ methodical	☐ team-oriented
☐ cost-conscious	☐ observant	☐ tenacious
☐ creative	☐ open-minded	☐ thoughtful
☐ curious	☐ optimistic	☐ thorough
☐ decisive	☐ organized	☐ tolerant
☐ dedicated	☐ outgoing	☐ trustworthy
☐ dependable	☐ passionate	☐ values-oriented
☐ detail-oriented	☐ patient	☐ versatile
☐ determined	☐ perceptive	☐ visionary
☐ diplomatic	☐ persistent	☐ willing to take risks
☐ disciplined	☐ personable	
☐ discreet	☐ persuasive	
☐ driven	☐ pleasant	
☐ dynamic	☐ poised	
☐ eager	☐ polite	
	☐ good sense of humor	

[illegible]

3. Brainstorm how you have demonstrated these traits in the past: