

# THE EMPLOYABILITY GRID

Use this worksheet to identify experiences that developed specific skills for inclusion in your résumé or cover letter.

- Set goals to develop these skill areas.
- Schedule an appointment with the LSU Olinde Career Center to learn to communicate evidence of the skill.
- Demonstrate your mastery of these skills, giving you a clear, competitive advantage in the job search and interview process.

<b>Skills</b>	<b>Courses (projects, research, thesis, etc.)</b>	<b>Jobs/ Co-ops/ Internships/ Labs</b>	<b>Service/ Volunteer Work</b>	<b>Clubs/ Orgs/ Civic Groups</b>
<b>Critical Thinking/Problem Solving*</b>				
<b>Oral and Written Communication*</b>				
<b>Teamwork/Collaboration*</b>				
<b>Digital Technology*</b>				
<b>Leadership*</b>				
<b>Professionalism/Work Ethic*</b>				
<b>Career Management*</b>				
<b>Global/Intercultural Fluency*</b>				
<b>Analytical Skills</b>				
<b>Conflict Resolution</b>				
<b>Resiliency/Courage</b>				
<b>Flexibility/Adaptability</b>				
<b>Initiative</b>				
<b>Interpersonal Skills</b>				
<b>Time Management</b>				

\*denotes a NACE Career Readiness Competency.

**GEAUX ON...**

**BRAG A LITTLE**