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.
- Demonstrating your mastery of these skills will give you a clear, competitive advantage in the job.

<table>
<thead>
<tr>
<th>Skills</th>
<th>Courses (projects, research, thesis, etc.)</th>
<th>Jobs/Co-ops/Internships/Labs</th>
<th>Service/Volunteer Work</th>
<th>Clubs/ Orgs/Civic Groups</th>
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<tr>
<td>Critical Thinking/Problem Solving*</td>
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<tr>
<td>Oral and Written Communication*</td>
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<td>Teamwork/Collaboration*</td>
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<td>Digital Technology*</td>
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<td>Leadership*</td>
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<td>Professionalism/Work Ethic*</td>
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<td>Career Management*</td>
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<tr>
<td>Global/Intercultural Fluency*</td>
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<td>Analytical Skills</td>
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<td>Conflict Resolution</td>
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<td>Resiliency/Courage</td>
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<td>Flexibility/Adaptability</td>
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<td>Interpersonal Skills</td>
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<td>Time Management</td>
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*Denotes a NACE Career Competency. https://www.lsu.edu/careercenter/students/careerready.php