



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:

IDENTIFY PERSONAL TRAITS

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.

1. Place a check mark next to each word you feel describes you.

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

2. Review the items you have checked, identify the 10 items that most describe you and list them here in the order of most to least identify:

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