Skill Identification: Internship

After completing an activity through EE, think about the skills that you have developed and the contacts that you have made. You can use our list below to help you get started. This is not an exhaustive list, and some of the points may not apply to your situation—it is intended to provide guidance as you update your resume, create cover letters for new opportunities, and prepare for interviews or networking opportunities.

If you can answer “yes” to any of the questions below, it can be used as an example of how you have utilized or developed an essential skill.

**In your role, did you…**

- Take note of instructions provided and ask clarifying questions if unsure about the tasks/assignments to be completed?
- Share information using a range of communications technologies (i.e. in-person, e-mail, memos, social media)?
- Write reports and/or make presentations to disseminate important information to your team and/or clientele?

Those are written, **oral and verbal communication skills (Fundamental Skill).**

**Did you…**

- Use analytical and critical thinking skills to identify problems that currently exist, or might arise in future?
- Use creativity to compile a list of possible ways to solve the problem(s)?
- Evaluate possible solutions and make recommendations for solving problem(s)?

This is **thinking and solving problems (Fundamental Skill).**

**Did you…**

- Work within the dynamics of a group towards a common goal/project?
- Remain open to new ideas, diverse viewpoints, and the variety of individuals working within your group?
- Contribute to a team by sharing your knowledge and thoughts in a professional manner?

This is **working with others (Teamwork Skill).**
What about…
  □ Receiving acknowledgment for working well independently, or working within a team?
  □ Multitasking by working effectively on multiple tasks or projects and keeping within your given timeframes for completion of tasks?
  □ Responding constructively to change within the workplace?

This is being adaptable (Personal Management Skill).

Did you…
  □ Set goals and priorities through your Learning Plan, balancing expectations of the role and your personal learning objectives?
  □ Plan and manage your time on placement in order to successfully achieve your goals?
  □ Admit and learn from mistakes and accept constructive criticism positively?

This is being responsible (Personal Management Skill).

Did you…
  □ Show interest in both your professional colleagues and recognize how the work they do contributes to the success of the organization?
  □ Take initiative within your role by searching for new solutions and more effective approaches to the work you were assigned?
  □ Take the opportunity to recognize your own accomplishments/efforts and those of your colleagues?

This is demonstrating positive attitudes and behaviours (Personal Management Skill).

Did you…
  □ Plan or carry out a project or task from start to finish with well-defined outcomes?
  □ Adapt to changes in direction or requirements as the project unfolded?
  □ Meet project expectations and standards as communicated by your supervisor?

This is participating in projects and tasks (Teamwork Skill).

*Created using Employability Skills 2000+, The Conference Board of Canada*