

JOB SEARCH SKILLS EXERCISE

1. Write an example that is true for you in one of the four areas; work ethic, working with others, training/accomplishments, or customer service.

TRAINING/ACCOMPLISHMENT EXAMPLE: “Hi my name is Sue Smart. I would like to work for you, and let me give you one reason why. I know this company desires productive employees. While I worked at Super Shoe store I consistently exceeded my weekly quota of \$500 in sales. Over the course of one year I achieved it 48 out of 52 weeks. I want to bring this same type of productivity to your company.”

May I tell you a reason why I want to work for you?

2. Write three accomplishment based bullet points with 12 words or less for your current job assignment.

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