Introduction to Careers in Hospitality and Tourism

Unit 12 – Employment Skills

**Instructional Activity 4**

**Job Related Skills Worksheet**

Using your chosen JOB OBJECTIVE (from the job ad posting handout), think of related and relevant skills, activities, and achievements that are necessary skills for this job, then write these at the bottom of this page.

Here are some examples:

*If your Job Objective is a Position as a Receptionist at a Veterinarian Clinic*

Some related skills might be:

* General office and telephone skills
* Experience with small animals/pets
* Recordkeeping or filing.

*If your Job Objective is a Position as a Parts Counter Person*

Some related skills might be:

* Customer service skills
* Verbal communication skills
* Automotive experience or training
* Cash register/money handling experience

*If your Job Objective is a Position as a Marketing Intern*

Some related skills might be:

* Customer Service skills
* Marketing/Sales/Display
* Computer program knowledge
* Ability to collaborate effectively
* Verbal and written communication skills

**My Job Objective is:**

(Taken from the job ad posting handout)

My strongest skills and abilities that are RELATED to my Job Objective are: