



## Exercise 7C: Entry-Level Job Skills

What do you need to know and be able to do on your first entry-level job? List the skills, qualities, and education needed for various entry-level jobs. As you know, people in entry-level jobs often develop skills that help them advance to higher-level jobs. Brainstorm one to two examples of higher-level jobs that are related for each entry-level job you listed. An example is given for you.

Type of Job	Skills Needed	Personal Qualities Needed	Education Needed	Possible Next-Level Job(s)
Lifeguard	Strong swimming skills Active listening Communicate clearly Judgment and decision making Critical thinking Monitoring	Reliable Cooperative Integrity Initiative Attention to detail Able to handle stress Good eyesight Desire to help others Leadership	At least 15 years old. Have current certifications: Lifeguard, CPR for Professional Rescuer, First Aid Basics	Water Safety Instructor (WSI)  Emergency Medical Technician (EMT)

Marketable skills can come from many areas of your life. Aside from working part-time jobs while you're in school, two other ways to develop your skills are through volunteer work and internships.

Employers love to see that you've had some "real world" experience, and volunteer work is a great way to get it. Many short-handed nonprofit organizations and even some businesses like to hire dedicated volunteers. According to CareerBuilder.com, more than 60 percent of hiring managers say they count volunteer work as relevant experience. That's because it can give you the opportunity to build your resume with valuable marketable skills and on-the-job accomplishments.

An internship is another option. It's also a great way to find out first hand whether or not a career path is the right one. In addition to work experience, an internship can provide valuable connections at the company where

you're interning, possibly helping you to land a job there or with another company. And apparently, an internship can also boost your starting salary when you're ready to work full time. Nearly half of recently surveyed employers said that they offer a higher starting salary (about 7 percent higher on average<sup>1</sup>) to entry-level job candidates with relevant internship experience.

Another way to develop marketable skills is through education and training. Your education and training specific to a job or industry are always highly desired by employers, meaning that you are perceived as being more prepared than others to understand what the job requires and how to hit the ground running. But, employers value a general education as well, and it can pay to highlight your courses or projects that are particularly relevant to a job in which you're interested.

<sup>1</sup> National Association of Colleges and Employers (NACE) 2006 *Experiential Education Survey*