

Career Skills Development Guide

Expert (Almost Hired)



Overachiever? Already have an internship or job? Want to be a top performer? Excellent. Follow these tips as you make your way to the top...Check each accomplishment off as you master them. You'll be an **Expert** before you know.

Master confident body language

The way you present yourself often determines how people perceive you. Plus, positive postures tend to rub off on your overall confidence.

- » **Research:** Look up body language tricks that exude confidence in the workforce. Try a few tips in class or at your internship.
- » **Identify bad habits:** Pinpoint three workplace/classroom bad habits (i.e. slouching). Be aware of this and correct yourself when you fall into that habit.
- » **Practice:** Do a dry run of an interview or presentation. Use confident gestures when practicing.

Writing concisely

It's more effective to write short, crisp thoughts than flowery statements. Plus, clear writing usually receives quicker response and action.

- » **Don't be passive:** Use action verbs as much as possible.
- » **Cut down:** Update your writing style to make sentences & thoughts shorter and to the point. Delete unnecessary clauses and wordy additions.
- » **List:** When relevant, use a bulleted list to highlight key information; it'll be easier to read through quickly.
- » **Proofread (again):** Find and correct typos before you share any written content. Make this a habit.

Reflect on past jobs

By self-reflecting and comparing experiences, you'll nail down your strengths and find roles that fit you. Self-reflection is difficult yet rewarding.

- » **Think about previous jobs:** For each job, write down which tasks you enjoyed and which represent opportunities for growth.
- » **Make a list:** Write out the pros & cons about each company to get a feel for the corporate culture you want.
- » **Look for patterns:** Refer to your self-assessment results and compare your strengths & opportunities for growth – see a trend?

Ask inquisitive questions

Instead of asking how to do a task, ask about why you are doing a task and how it affects the bigger picture.

- » **Look beneath the surface:** Understand the concept, background or business impact behind what you are doing.
- » **Go above and beyond:** Think about how ideas could be applied in innovative ways to better serve your customer, client or academic field.
- » **Be proactive:** Remember, active listening paves the way for inquisitive questions.
- » **The bigger picture:** Understand and be able to articulate how your work fits into the bigger picture of company goals or an academic field.

Expert Life Skill: Take time to reflect on past work experiences, giving specific attention to why you succeeded or failed. Use this information to propel you to the next stage in life.