

# Arts, Culture and Recreation

## Communication

Computer literacy  
Explain concepts  
Presentation - written and verbal  
Social media awareness  
Write / edit

## Interpersonal

Client / customer relations  
Teach / coach

## Quantitative

Identify / classify materials or resources

## Ideas for gaining experience...

- Apply for a Work-Study position at the RAWC, the Blackwood Gallery, Libraries
- Design a logo for a student group
- Coach a kid's basketball team
- Take an ROP or internships course in your area of interest
- Apply for summer camp counsellor heritage / cultural centre positions

## Project Management

Monitor / oversee project  
Organize / plan

## Creative

Design programs to meet needs  
Generate / conceptualize ideas  
Interpret ideas, stories

## Technical

Proficiency with specific software  
Use occupation-specific equipment / instruments / tools

# Business and Finance

## **Analytical / Quantitative**

Attention to detail  
Evaluate information  
Examine solutions & problem solve  
Verify / confirm

## **Creative / Entrepreneurial**

Generate new ideas  
Propose improvements / innovate  
Take & manage risks  
Think strategically

## **Ideas for gaining experience...**

- Volunteer for a not for profit / charitable organization
- Academic projects (case studies / coursework / team projects)
- Engage in campus activities and clubs (Student Life)
- Apply for customer service / sales positions
- Complete an internship course / position

## **Leadership / Project Management**

Develop / implement / evaluate  
Lead / manage / supervise  
Set goals

## **Communication**

Advise  
Influence / persuade  
Present to groups

## **Teamwork**

Build relationships  
Collaborative  
Solve conflict  
Support team efforts

# Health

## Analytical

Assess / interview clients  
Interpret reports, tests, results  
Investigate solutions  
Research

## Technical

Set up or use apparatus / assessment  
tools / relevant technology

## Interpersonal

Advise / counsel clients  
Patient care

## Leadership / Project Management

Assess results  
Coordinate resources  
Decide course of action  
Observation / monitor  
Plan and schedule

## Ideas for gaining experience...

- Volunteer at a hospital, clinic, long-term care facility, sports rehabilitation office
- Summer jobs in labs, or at summer camps for sick children
- Get research experience with a professor or summer program  
(Work Study, ROP or internship courses)



# Government, Education & Social Services

## **Analytical / Quantitative**

Document & track information  
Research, analyze & evaluate information

## **Communication**

Conflict resolution / Negotiation  
Public speaking & writing / Multilingualism  
Provide information & strategies

## **Creative**

Generate new ideas  
Propose solutions

## **Ideas for gaining experience...**

- Volunteer for a local NGO / non-profit organization
- Take part in government programs  
(e.g. ON Internship Programs)
- Study Abroad (UTM International Education Centre)
- Engage in campus activities and clubs  
(Student Life)

## **Leadership / Project Management**

Develop & implement programs / policies  
Project work (plan / strategize / execute)

## **Teamwork / Collaboration**

Build relationships  
Network with others

## **Interpersonal**

Advise / consult  
Advocate  
Teach / train  
Motivate / support

- Gain research experience  
(e.g. Work Study, ROP)
- Community engagement & Leadership  
opportunities (Student Life)



# Law

## **Analytical / Quantitative**

Research & evaluate evidence  
Interpret information / procedures / rules  
Verify / confirm  
Attention to detail  
Think critically  
Sound judgement & decisiveness

## **Leadership / Entrepreneurial**

Assess & take risks  
Accountability & integrity

## **Ideas for gaining experience...**

- Engage in campus activities and clubs (Student Life)
- Summer jobs at law firms / government programs
- Volunteer at social justice organizations
- Write for a UTM newspaper or journal
- Study abroad (UTM International Education Centre)

## **Interpersonal**

Advise and advocate  
Persuade & influence  
Commitment to clients

## **Communication**

Prepare documents  
Negotiations  
Public speaking & presentation



# Science

## **Analytical / Quantitative**

Analyze and interpret data  
Evaluate results / methodologies  
Propose solutions / hypotheses

## **Communication**

Explain / clarify results or methodology  
Present findings - verbal  
Writing reports

## **Project Management**

Design and conduct studies / experiments  
Refine / Improve process

## **Teamwork**

Collaborate interdisciplinary projects  
Share information

## **Physical**

Lab techniques  
Prepare / set up experiments

## **Ideas for gaining experience...**

- Academic projects, coursework and ROP Program
- Summer research programs and Federal Student Work Experience Program
- Consider educational institutions, hospitals and Government
- Contact professors and researchers directly to find out if you can work with them
- Work with a professor: check Work Study and volunteer postings on CLN



# Skills in Demand by Employers

- **Communication (written, verbal, listening) and use of social media tools**
- **Critical thinking & problem solving**
- **Gather, manage and apply information**
- **Use relevant tools & technology**
- **Teamwork / collaboration**
- **Generate ideas & propose solutions**
- **Multi-tasking**
- **Interpersonal**
- **Leadership**
- **Organizational**
- **Continue learning**



# Essential Work Attributes

- **Accountability**
- **Take appropriate risks**
- **Positive attitude & behaviours**
- **Respect diversity in people, their ideas and contributions**
- **Adapt to change & uncertainty**
- **Accept feedback and grow from your mistakes**
- **Persist in reaching your goals**

