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

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

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
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

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

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
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

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**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

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

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)
- 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

Interpersonal
Advise and advocate
Persuade & influence
Commitment to clients

Communication
Prepare documents
Negotiations
Public speaking & presentation

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)
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