

# Using MySkills MyFuture to Strengthen Your Post-Graduate Job Search

*Recommended for students in years 3-4*

**Purpose:** As graduation approaches, employers are often more interested in the skills you've developed than your specific major. This activity helps students translate their experiences into language that aligns with potential career paths and job opportunities.

## Learning Outcomes

By completing this activity, students will:

- Articulate transferable skills gained through college experiences.
- Identify occupations that align with their experience.
- Analyze labor market information.
- Develop targeted job search strategies.
- Identify skill gaps before graduation.

## Estimated Time

60 minutes

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### Step 1: Inventory Your Experience

Review your experiences, including:

- Internships
- Campus employment
- Research
- Independent projects
- Leadership
- Academic coursework
- Volunteer experiences

Select the experience that best demonstrates your strongest professional skills.

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### Step 2: Search MySkills MyFuture

Visit: <https://www.careeronestop.org/MySkillsMyFuture>

Enter the position title that best represents your experience.

Examples:

- Marketing Intern
  - Research Assistant
  - Project Coordinator
  - Graphic Designer
  - Teaching Assistant
  - Development Intern
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### Step 3: Compare Career Options

Review occupations suggested by the website.

Select **three occupations** you would realistically consider after graduation.

Complete the following table:

| Occupation | Transferable skills that match | Skills or qualifications still needed |
|------------|--------------------------------|---------------------------------------|
|            |                                |                                       |
|            |                                |                                       |
|            |                                |                                       |

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### Step 4: Conduct Career Research

Choose one occupation and investigate:

- Typical responsibilities
  - Required education
  - Preferred technical skills
  - Important soft skills
  - Median salary
  - Employment outlook
  - Geographic demand
  - Related occupations
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### Step 5: Evaluate Your Competitiveness

Create a personal gap analysis.

### **I Already Have**

- Technical skills
- Transferable skills
- Relevant experiences
- Professional accomplishments

### **I Still Need**

- Certifications
  - Software proficiency
  - Additional experience
  - Portfolio items
  - Networking contacts
  - Industry knowledge
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### **Step 6: Build a Job Search Strategy**

Using the occupation you've selected, identify:

#### **Target Employers**

List five organizations that hire for this type of role.

| Employer Name | Why this Employer Interests me |
|---------------|--------------------------------|
|               |                                |
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#### **Networking Plan**

Identify:

- Two alumni to contact
- One professional association
- One networking event

- One LinkedIn connection goal
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### Resume Enhancement

Review the transferable skills identified in MySkills MyFuture.

Answer:

- Which skills should receive greater emphasis on your resume?
  - Which experiences best demonstrate those skills?
  - Which accomplishment statements could be strengthened with measurable results?
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### Step 7: Action Plan

Develop a 90-day plan before graduation.

| Goal                             | Action | Deadline |
|----------------------------------|--------|----------|
| Improve one technical skill      |        |          |
| Expand professional network      |        |          |
| Apply for positions              |        |          |
| Revise resume                    |        |          |
| Conduct informational interviews |        |          |

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### Reflection

Write a 500–750 word reflection addressing:

1. Which occupation best aligns with your experiences and career interests?
  2. Which transferable skills make you a competitive candidate?
  3. What skill gaps remain before graduation?
  4. How has MySkills MyFuture influenced your job search strategy?
  5. What are your next three career-related actions over the next month?
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### Deliverable

Submit:

- Completed career comparison table

- Gap analysis
- 90-day action plan
- Reflection paper