

Assignment: Professional Skill Building

Learning Objectives

- Review the transferable skills listed in the self-assessment exercises developed by Employment and Social Development Canada (ESDC).
- Analyze your strengths and areas in which you need to improve individual essential skills.

Instructions

For this self-assessment, we are going to review a list of transferable skills developed by the Employment and Social Development Canada (ESDC). According to the ESDC, there are nine skills you need as an employee. For this assignment, you will write a short reflection after you read about the nine skills. This is the kind of brainstorm drafting that can help you write or improve a cover letter.

Step 1: Go [to this page on the ESDC website to learn about skills.](#)

Step 2: Read the descriptions of all nine skills. As you read all nine skills, be thinking about your future major, your career, and/or your previous work experience. If you are undecided or still trying to decide on a major, think about your strengths and weaknesses when you collaborate with other people.

Step 3: Write a 150-200 word reflection. Choose one skill that is a strength and one skill where you struggle. Be honest! Reflect on which skill you hope to improve while you are in college. Is there a class you're taking this term that will help you? If so, how? End your reflection by sharing one of your strengths. Don't be humble!