



WORKFORCE SOLUTIONS

Texoma

A proud partner of the [americanjobcenter](#) network

Your Skills

YOU HAVE MORE SKILLS THAN YOU THINK!

Workforce Solutions Texoma is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Individuals with speech and/or hearing impairments may call 711 for assistance.

Your skills & abilities are building blocks for success!

Skills and abilities can be tasks that you naturally do well. You may have always been good at certain things like communication, persuasion or decision making.


Skills and abilities can also be tasks that you have acquired through life, work experience or training.

All skills are transferable!




Employers Don't Know You


Fact- Employers use job applications to eliminate applicants whose skills do not match the skills and qualities they are looking for. That's why it is very important to tell employers about as many skills as possible.



Always expand- Instead of saying you can use PowerPoint, talk about what PowerPoint tools you've mastered or that you are good at.



Example: PowerPoint – including tables, animation, sounds and video clips.



Figuring Out Your Skills

People don't realize or give themselves enough credit for the skills they have.

Example: "I don't know how to use a computer."

Do you know how to:

- 'Surf the web'? That's researching via the internet.
- Send, receive or read email or chat?
- Play solitaire or other computer games?
- Use Microsoft Word?




If you can do any of these things, then you are able to use a 'mouse' and that **does** give you personal *computer experience*... so, you **do** know how to use a computer! That's really all you need to know about computers for most employers to train you on their system.


So, how can you figure out all the skills you do have?

Skills Bubble

A Skills Bubble is a way to see how many skills you **DO** have... even if you have never had a 'paying' job, you still have skills.



Remember, you do not have to have been paid money for something in order to use *that experience and those skills* on an application.



Start with one center job/experience 'bubble' like mowing a yard (*landscaping*)...

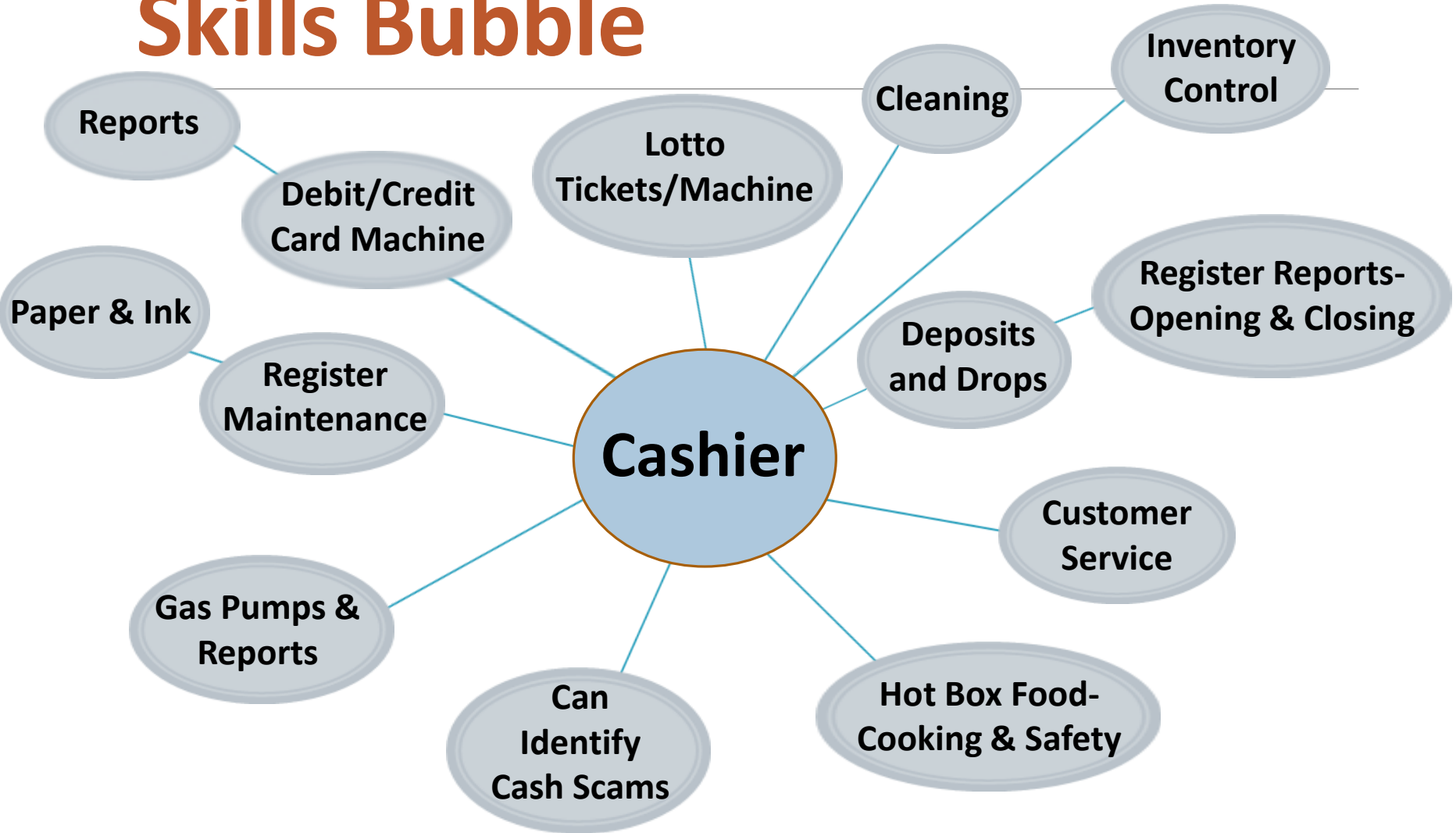


Skills Bubble

Landscaping



Skills Bubble



Skills Bubble

Kitchen



Continuous Success

Your **continuous success** requires **continuous improvement**. The more skills you have, the more valuable you are to employers!



Always be strengthening your current skills and learning new skills!

Skills Resources

www.edu.gcfglobal.org

Learn and develop the skills needed to advance in work and life.

More than 200 topics including:

- Technology
- Work
- Core Skills
- Reading & Math



www.myskillsmyfuture.org

Provides:

- Skills Assessments
- Careers to Explore
- Where to Find Training
- Job Search



LOCATIONS

COOKE COUNTY

1311 North Grand Ave.
Suite 200
Gainesville, TX 76240
940-665-1121

FANNIN COUNTY

1205B E. Sam Rayburn Dr
Bonham, TX 75416
903-640-0222

GRAYSON COUNTY

2415 South Austin Ave.
Suite 105
Denison, TX 75020
903-463-9997

1-888-813-1992

www.workforcesolutionstexoma.com

Workforce Solutions Texoma is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Individuals with speech and/or hearing impairments may call 711 for assistance.

