



A Better You.
A Greater Us.

Translating Service Year Skills

Service year corps members develop important skills throughout their service year. These skills have many names - 21st century skills, power skills, soft skills, etc - but with whatever name or frame work you use, they all indicate to employers that you have what it takes to succeed in the workplace.

A Framework for Skills

One framework for foundational skills that is useful comes from the [Common Employability Framework](#) from Business Roundtable. This divides skills into four buckets: Personal Skills, People Skills, Workplace Skills, and Applied Knowledge. Ultimately, the specific skills that you focus on will depend on your service experience, your strengths, and the priorities of the job, industry, or education program that you are applying to.

PERSONAL SKILLS	PEOPLE SKILLS	WORKPLACE SKILLS	APPLIED KNOWLEDGE
<p>These skills are what you are like as an individual. Personal skills show that you know your strengths and what you will bring to your job every day.</p> <p>Examples:</p> <ul style="list-style-type: none"> - Integrity - Responsibility - Resourcefulness - Adaptability - Initiative 	<p>These skills indicate what you are like when you work with others, both with others at your office and with the clients you serve.</p> <p>Examples:</p> <ul style="list-style-type: none"> - Communication - Teamwork - Respect - Cultural Competency 	<p>These skills reflect how you handle your professional responsibilities and ability to focus, be productive, and get the job done</p> <p>Examples:</p> <ul style="list-style-type: none"> - Problem solving - Planning and organizing - Using common tools and technology 	<p>These skills indicate that you have the basic foundation as well as the education to do your specific role. This will vary based on industry.</p> <p>Examples:</p> <ul style="list-style-type: none"> - Math and science - Reading and writing - Applied technology - Critical thinking and analysis

Other helpful frameworks when thinking of skills shown to be valuable in the workplace:

- [Global Digital Citizen Foundation - 21st Century Skills Every Student Needs](#)
- [Partnership for 21st Century Learning - Framework for 21st Century Learning](#)
- [MHA Labs - Skill Building Blocks](#)
- [Envision - 13 Essential 21st Century Skills](#)

This resource was adapted from Virginia Mentorship Partnership

Translate Your Service Skills into Common Skills

Once you've evaluated the skills that you are gaining and the ones that are most likely to propel you forward in your specific career or educational goals, the next step is to show how your service activities build upon those skills.

1. Identify the actions and projects you regularly complete in your service.
2. Communicate the skills you've developed as a result of this work.
3. Explain how these skills can be applied to other types of work (ex. How would you list this on your resume?)

You should be able to discuss how your skills are applicable to work in different fields. Employers may not directly see the connection between your service year work and the job they're hiring for - it's up to you to be able to clearly and concisely explain how the skills you've developed are relevant to new job roles.

Use this table below to think about some service activities that have been most valuable to your development:

SERVICE ACTIVITY	SKILLS DEVELOPED	APPLICATION TO OTHER WORK/INDUSTRY
<p>Example: Host trainings and orientations for new volunteer Mentors</p>	<ul style="list-style-type: none">- Communication / Public speaking- Planning and organizing	<ul style="list-style-type: none">- Teaching research-based practices- Customer service

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