**Skills & Job Ad Analysis Worksheet**

*Interdisciplinary Skills 493*

*Professor Andrews*

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Major: Leadership

**Reflect** on your top skills

After reading this week’s articles on hard and soft skills, what do you think are your top three marketable hard and soft skills? *(Please note that these do not have to be from real life work experience, they can be transferable skills from school, internships, etc.)*

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| --- | --- |
| **Hard Skills**  *(i.e. proficiency in programming languages such as Java or Python; Microsoft Excel; Spanish)* | **Soft Skills**  *(i.e. communication, leadership, organization)* |
| Content Development | Teamwork |
| Proofreading | Work Ethic |
| Website Development | Adaptabiity |

**Research** a job advertisement in your desired career field

Link to the job ad you have selected: https://jobs.ryder.com/danville-va/truck-driver-cdl-a-flatbed/2A15991CABC74FFF8B23FD73A6A7F771/job/

Name of Company: Ryder

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| What is the company’s mission and/or values? |
| At Ryder, their mission statement is to provide innovative suplly chain and fleet solutions that are reliable, safe and efficient, enabling our customers to deliver on their promises. |
| What are some of the benefits that this company provides *(i.e. telework, health insurance, tuition reimbursement, etc.)* |
| Immediate 401k rollover and contributions with company match at one year. Medical, Dental, Vision Start at 30 days. Paid Personal Time Off Starts at Day 1 – 80 hours accrued in First Year. Quality Employee Discounts that actually saves you money on tools, cars, hotels worldwide, electronics/appliances, cell phones, travel and more. |
| Based on the job ad, what are the top **hard** skills required by the job? |
| Logbook Management, Route Planning, Mechanical Knowledge, Load Securing, Navigation Skills, and Proper Driving Skills. |
| Based on the job ad, what are the top **soft** skills required by the job? *(these could be implicitly or explicitly stated)* |
| Patience, Alertness, Discipline, Communication, Adaptability and Time Management. |
| Why would you be a good fit for this job? |
| It’s something I really want to do. I’ll always show up, be on time and get the job done. Everyday I’ll come with a positive attitude. I’m very dedicated and hardworking when I really want something. |
| What is something you could do to increase your chances of being selected for this job? |
| Gain more knowledge on what the job requires. Being able to really operate the vehicle how they want me to and perform specific tasks related to driving and maintenance. |

**Next Steps – Resume**

Update your resume to appeal to this type of job advertisement. Be sure to read and incorporate resume tips and tricks from this week’s assigned readings and when you are done, upload your resume to the appropriate Assignment section within Canvas.