

Skills & Job Ad Analysis Worksheet

Interdisciplinary Skills 493

Professor Andrews

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Major: Cybercrime

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.)*

Hard Skills <i>(i.e. proficiency in programming languages such as Java or Python; Microsoft Excel; Spanish)</i>	Soft Skills <i>(i.e. communication, leadership, organization)</i>
Proficiency in Welding	Communication/Presenter
Top tier Grinding/Beveling	Foreman/Supervisor
Dessabmly and reassembly of computer parts	Team Player

RESEARCH a job advertisement in your desired career field

Link to the job ad you have selected: <https://hii.com/what-we-do/divisions/newport-news-shipbuilding/>

Name of Company: Newport News Shipbuilding

What is the company's mission and/or values?
Maintenance and modernization work on aircraft carriers at their facilities. They also provide technical and life cycle logistics services wherever the need is around the world.
What are some of the benefits that this company provides <i>(i.e. telework, health insurance, tuition reimbursement, etc.)</i>
The comprehensive benefits offered to HII Corporate and Newport News Shipbuilding employees that include: <ul style="list-style-type: none">• Competitive Pay• Employee Assistance Programs• Employee Discounts• Life Insurance• Medical, Dental & Vision Plan Options• Paid Holidays• Paid Time Off• Savings Plan Options (401K)• Tuition Reimbursement• And more

Based on the job ad, what are the top hard skills required by the job?
100% Making people like you is the key, espically when you start out. Don't speak unless you are told to do so. Critical thinking
Based on the job ad, what are the top soft skills required by the job? <i>(these could be implicitly or explicitly stated)</i>
Effective communication skill - Are able to clearly communicate your thoughts Active Listening - Are you listening with understanding Be Positive: have positive outlook, be passionate about what you want to do Empathy : Understanding others Self Confidence: having self confidence Time management : Prioritizing, meeting deadlines, and Punctuality Problem Solving - to be able to define problem and come up with alternative solutions
Why would you be a good fit for this job?
I am driven, hardworking, positive, and always willing to help others. I am dedicated to the task I am given and assigned too.
What is something you could do to increase your chances of being selected for this job?
Be attentive and respond to any emails the employee asks of me. Never be late to any appointment they make for me as I go through the selection process. Accept any offer letter the offer me. Networking: Developing working relationships and reaching out to them.

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.