

One of the most important things you can do for yourself at university is to build your skill set. StFX offers many opportunities for students to become involved in extra curricular activities, experiential learning opportunities and community activities. Working continuously on your skills will help build your resume and help you to become more employable.

Skill	Examples of activities and courses to help build these skills:	How this skill is used in the workplace:	Think of a specific experience where you demonstrated this skill (interview prep)
Communication	<ul style="list-style-type: none"> • Giving class presentations • Reading articles and books • Volunteering more answers in class • Writing essays, short stories and poetry • Participate in Student Union, School Newspaper Yearbook, Debating, Societies • English / Creative Writing, French and other Languages, History, Art, etc 	<ul style="list-style-type: none"> • Prepare/present presentations • Write clear & concise memos, letters & reports • Speak well on issues • Explain your ideas effectively • Ask for help when required • Communicate well with managers and co-workers 	
Team work	<ul style="list-style-type: none"> • Getting along with your friends • Working with others on projects • Arts, Business, Science, Human Kinetics, IT, Music, etc • Societies,, Student Union, Team Sports, Band, Theatre, etc 	<ul style="list-style-type: none"> • Be a productive team worker • Accept authority and supervision • View co-workers as equals • Know how to be cooperative and share knowledge • Get along with others 	
Time Management	<ul style="list-style-type: none"> • Doing homework (on time) • Meeting project deadlines • Getting to class on time • All courses • Getting involved in extracurricular and experiential learning opportunities (sports, music, theatre, co-op, service learning, international exchange, etc) 	<ul style="list-style-type: none"> • Get work done efficiently • Be prepared for meetings • Meet deadlines • Plan schedules and set goals 	
Listening	<ul style="list-style-type: none"> • Attending classes, going to lectures, taking notes • Visualizing what you hear • Comprehending information • All courses and activities 	<ul style="list-style-type: none"> • Understand what managers and co-workers tell you • Help others with their concerns and problems • Participate effectively in meetings 	

Problem Solving	<ul style="list-style-type: none"> Analyzing information Understanding/defining/solving the problem Applying the results All courses Student Union, Advocacy Groups 	<ul style="list-style-type: none"> Think analytically and clearly about issues Pinpoint problems Evaluate situations Identify risks Make informed decisions Find productive solutions 	
Organizational	<ul style="list-style-type: none"> Taking notes Following written and oral instructions Following a schedule Setting priorities and goals Balancing study, social, and extracurricular commitments Work, extracurricular, volunteer activities 	<ul style="list-style-type: none"> Keep a neat workplace Take care of equipment and tools Keep track of important details Handle interruptions well Organize activities to meet deadlines 	
Learning	<ul style="list-style-type: none"> Asking questions and reading information Using the library/Internet to research information Joining activities and clubs Trying new things and meeting new people All courses and activities 	<ul style="list-style-type: none"> Think critically and act logically Learn from on-the-job training Upgrade skills as necessary Learn from mistakes Increase knowledge and productivity 	
Computer	<ul style="list-style-type: none"> Learning to use different software/hardware IT courses, Math, Science, Psychology, Sociology, etc 	<ul style="list-style-type: none"> Be computer literate Use technology in the workplace Adapt new technologies 	
Creativity	<ul style="list-style-type: none"> Learning how others have been creative Using your imagination Trying new ways to do things Looking at issues from a different point of view Language courses, and all courses 	<ul style="list-style-type: none"> Be an idea person Think of new ways to get the job done Create a positive work environment Increase motivation 	
Leadership	<ul style="list-style-type: none"> Leading projects Being on sports teams Volunteering as a peer helper School & Community Societies Student Leadership (LEAD at X) 	<ul style="list-style-type: none"> Volunteer to organize projects Coach others Help others reach their goals 	