**Cross-Cutting Skills Worksheet**

This worksheet is intended to help you identify cross-cutting skills developed in your internship and help you write about your experience on your resume.

**Step 1:** Describe what you did during your internship. Outline your responsibilities and the tasks you completed. If available, look at your job description to identify keywords that describe your experience. Think about your job in the “big picture” while still valuing the small tasks that are involved.

During my time as a Resident Advisor much of my role consisted of community building within the hall, overseeing 25+ residents on my floor, assisting these residents with the transition to college life, and enforcing the UC code of conduct and student policies for the fall of 2020. Not only this, I was responsible for relaying important University announcements through bulletin boards and weekly emails. I worked closely with 11 other Resident Advisors to ensure residents in Morgens Hall had a worthwhile experience on campus.

**Step 2:** Identify and describe three primary tasks/responsibilities in the first set of boxes. Then, identify skills you developed/honed from each task in the second set of boxes.

Oral Communication

Organization

Oral Communication

Digital technology

Decision Making

Written Communication

Active Listening

Leadership

Leadership

Hold one-on-one meetings with residents called Bearcat Chats.

Conduct Community Engagement events.

Communicate hall-wide/university announcements.

Job Responsibilities/

Tasks Performed

What skills did you use to manage your work?

**Sample Skills**

Leadership Written communication Oral communication Software proficiency

Teamwork Collaboration Working with diverse others Resolving conflict

Problem Solving Digital Technology Work Ethic Professionalism

Decision Making Strategic thinking Active Listening Organization

Collaboration Career Management Critical Thinking

**Step 3:** Describe the positive impact you made on the organization. Consider your unique contributions and how you made yourself an asset.

The most positive impact I have had on this organization is the positive attitude that I have brought with me to every hall/job/University related event or requirement. Many of my co-workers often comment on the positivity that I bring to the team and my supervisor often highlights the adaptability I have brought forth this semester. I feel my positivity has impacted the team in a way that inspires them to be lifted up and see the good of many of the obstacles faced this semester.

**Step 4:** Using the information from above, craft three statements that you can list on your resume to describe your internship. Be sure to lead with action verbs (e.g., developed, collaborated, created).

**How to write a bullet point:**

**Action verb + Context (skill/cross-cutting skill) + Quantity (where possible) + Result**

1. In charge of 25+ residents to ensure a smooth transition into college life while enforcing hall policies

2. Worked persistently to create community throughout the floor, engaging with residents to serve as an ally

3. Focused on promoting core department values such as leadership, inclusion, community and learning within the hall

**Example** of how an on-campus position could look on your resume:

**Honors Peer Leader**, University of Cincinnati Spring 2020-Fall 2020

* Led 18 peers in weekly discussions regarding issues concerning college students such as academic success and leadership
* Mentored 10 peers 1:1 outside of the classroom to promote community
* Proposed diversity training workshops to superiors for 25 residents