STEP 1 - POSITION/COMPANY RESEARCH

- Research, data mining and analysis
- Collaborating with multidisciplinary team
- Self-directed learning
- Work with diverse clientele

STEP 2 – RELATED QUALITIES/COMPETENCIES

- Setting goals, gathering information, identifying/solving problems
- Conflict resolution, developing rapport, collaborating
- Managing time, meeting goals
- Speaking effectively, proving feedback, writing concisely

STEP 3 - PERSONAL EXPERIENCES/STORIES

- Research methods course, volunteer position in geography department (e.g. helping graduate students gather and analyze research data, working in multidisciplinary team – profs, grad students, participants, etc.)
- Business 1257 feasibility study (coming together despite conflicting ideas, collaborating on sections)
- Completing honors thesis (setting timelines, goals, etc.)
- Part-time job at the Spoke Eatery (e.g. diversity of clientele), Workshop facilitator for the Leadership Education Program

COMPANY VALUES

- Innovation
- Community focus

- Thinking creatively, adapting, producing
- Valuing diversity, having an impact

- Producing more efficient ways of approaching work with Business class project (e.g. virtual meetings), suggestion for change in registration process for campus clubs (more accurate data)
- Role as an Orientation Leader (help first year students feel part of campus community)

OPTION #1

PERSONAL STORIES BANK
<table>
<thead>
<tr>
<th>EXPERIENCE</th>
<th>ACTIVITIES/TASKS</th>
<th>HOW</th>
<th>OUTCOME</th>
<th>SKILLS &amp; QUALITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your experiences</td>
<td>Identify the specific tasks or activities you were involved in</td>
<td>Answer the question “how did I do that task?”.</td>
<td>What were the outcomes of your efforts?</td>
<td>Record the relevant skills &amp; qualities</td>
</tr>
</tbody>
</table>
| **Sales Associate** | • sold clothing to clients, made suggestions on selections  
• worked on cash register  
• participated in inventory counts  
• attended training sessions  
• processed returns and dealt with customer complaints | • attentive to clients and assessed needs  
• worked well with other associates and managers  
• quick and efficient in attending to clients  
• responded to client complaints with tact and professionalism  
• friendly and outgoing when talking with clients, co-workers & managers  
• accurate and fast when using cash register  
• always ready to fill in when asked  
• took initiative - saw things that needed to be done | • repeat clients  
• earned reputation for superior inventory knowledge  
• surpassed monthly sales goals  
• received accolades from management  
• was asked to take on more responsibility | • communication  
• interpersonal  
• customer service  
• teamwork  
• flexibility  
• resourcefulness  
• initiative |