**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.

• Provide a safe space for students to get ready for examinations and develop learning strategies

• Maintain a professional attitude about matters such as class standards, grades, and other student complaints

• Manage 20+ appointments between tutors and students every week

**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.

Productivity

Organizational Skills

Time management

Active Listening

Oral Communications

Professionalism

Working with diverse others

Strategic Thinking

Leadership

Manage 20+ appointments between tutors and students every week

Maintain a professional attitude about matters such as class standards, grades, and other student complaints

Provide a safe space for students to get ready for examinations and develop learning strategies

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

Decision Making Strategic thinking Active Listening Organization

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

I started working at the Learning Commons as a Peer Tutor and a few days after I was asked if I could also work as a Front Desk Assistant because they needed more people. That was pretty unique because I am the only Front Desk Assistant that also works as a Peer Tutor so there is a few more things that I know about Peer Tutoring. That knowledge has allowed me to help my colleagues when they were having issues coordinating meetings between peer tutors and their tutees. I have also helped many students with their homework and many of them have come back for a session.

**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).

1. Develop a safe environment for students to learn, make mistake and get better with their classes

2. Manage and lead tutoring sessions with 8+ students per week using strategic thinking skills

3. Coordinate and organize 20+ appointments between tutors/coaches and students every week