

## Work-Related Skills

---

### Student Instructions

Knowing what skills you may encounter on the job could help you find informal and unpaid work experiences now to help you gain valuable knowledge for your career someday. Following the steps below, access Xello to **Find Out Why** certain skills are used more often than others in a career and then update or add informal or unpaid work experiences (at least 3) to your **Experiences Timeline** to demonstrate how you are already gaining valuable experience.

- 1 From your saved options in Xello, select 3 careers for this activity. If you haven't saved at least 3 careers, navigate to your **About Me** page to view your Skills Lab results. You'll find a list of **Your Career Matches** at the top of this results page. Explore the list of matches and save those you consider as a possibility for yourself.
- 2 Complete the following for 3 saved careers:
  - From the career profile, navigate to **Find Out Why** to explore how your Skills Lab answers impact your career match results. What skills would you use often or sometimes in this career?
  - Look for one skill you desire to use differently. If this is a skill that's used often or sometimes in the career does that change how you feel about the career as a possibility for yourself?
  - Select one skill from the list that is used often or sometimes that you think is important to gain more experience in.
  - On your **About Me** page update your **Experience Timeline** to show either a current or upcoming experience that has you practicing this skill. Make sure to explain what you are or hope to learn about this skill and justify how it relates to the saved career.