

Here is some inspiration for your form! Do not copy this word for word.  
 \*\*\*If your form is too similar to this sample, you will be asked to redo it.\*\*\*

**Describe how you have met the Employability Skills Requirement:**

I completed a career research project for English.  
 I played a full season of ( name of sport ).  
 I participated in a full season of a show choir.  
 I have maintained a job at ( company ) for ( number ) months.

**Describe how you have learned and demonstrated the following Employability Skills. (See back of page for reference.)**

**Mindsets:**

Researching this career path helped me learn which skills I need to be successful as a ( career ).  
 Completing this project helped me feel more confident that I will succeed as a ( career ).  
 Being part of the team has given me a sense of belonging.  
 I demonstrated intellectual risk taking by auditioning for solos this season. These solos helped me grow.  
 At work, I show respect for other when talking to customers.

**Self-Management Skills:**

This project improved my self-discipline because I had to complete it in a timely manner.  
 Being an athlete requires me to manage my time well. I need good grades to keep playing and to attend college.  
 I used stress management skills to make sure I met deadlines while balancing practices and schoolwork.  
 I show strong work ethic by showing up on time and not skipping work.

**Learning Strategies:**

My research project required me to gather information and organize it to create my presentation.  
 As an athlete, I regularly practice problem solving in order to examine issues and improve my skills.  
 Show choir performers need strong organization skills. We have costume changes during performances, and being organized keeps the show running smoothly.  
 I have improved my attention to detail by making sure our products are in the correct area.

**Social Skills:**

I used my oral communication skills to present my project to a panel of judges.  
 Playing ( name of sport ) has increased my leadership abilities because I help guide younger teammates.  
 To be effective on the field, I must demonstrate teamwork.  
 I demonstrated teamwork with my peers to create a collective sound and image for our performances.  
 Sometimes customers are not happy, so I practice my conflict management skills and resolve the issue.

**Workplace Skills:**

I followed the instructions given by my teacher to complete each part of my project.  
 This season I worked on following directions from my coach and demonstrated personal safety while on the field.  
 Choir members must be able to follow directions from the director.  
 Working at ( name of company ) has helped me improve my customer service skills.