



Get and Keep the Job

After watching the *JA Our Nation* Lesson 4 volunteer video session, complete the following activity.

Materials

- Paper and pencil
- Picture of you

Activity

Check off the boxes as you finish your work.

- Tape a picture of yourself in the center of a piece of paper, or work in a Word document and paste a selfie in the center.
- Think of the soft skills that are important to employers. Here is a handy list:

Communication skills	Responsibility
Critical and structured thinking	Etiquette and good manners
Problem-solving skills	Courtesy
Creativity	Self-esteem
Teamwork	Sociability
Negotiating Skills	Integrity/Honesty
Self-management	Empathy
Time management	Work ethic
Conflict management	Project management
Cultural awareness	Business management
Common knowledge	

- Choose soft skills that you possess and write (or copy and paste) them around your picture.
- For each one, describe how you see that soft skill in yourself. For example: Integrity—I follow the rules/laws even when no one is looking.
- Share your work with a trusted adult and ask if he or she sees these qualities in you, too.

Activity

Check off the boxes as you finish your work.

- Write your name in capital letters vertically on the edge of a piece of paper. For example:
D
O
N
A
L
D
- Match each letter in your name to soft skill.
D – does work ethically
O – on time
N – negotiates well with others (OK, you get the idea.)
- Decorate your page so that it reflects your style and personality. You can use color, images, graphics, stickers, or anything else that helps show off your good qualities.
- Share your work with a trusted adult and ask if he or she see these qualities in you, too.