

50 Job Skills Checklist

These attributes will allow you maximum effectiveness in your career and will help your upward mobility within the profession of your choice

- Creative beyond anything you've ever done
- Think outside the box
- Communication Skills
- Do at least one thing a day to enhance your network
- Technical Writing skills
- Handwriting
- Developing a handwriting schedule
- Preparation
- Pack handwriting materials for everywhere you go--this includes; stationary, envelope, stamps, add-ons.
- Research abilities
- Know how to connect the dots between contacts and new contacts
- Resume writing
- Cover letter writing
- Phone skills
- Strategies for getting past the secretary to reach head coaches
- Creativeness to reach the head coach of any program
- Daily intention and effort given to become a Master Networker
- Effective use of time in regards to priorities of the day
- Create alternatives to the face-to-face meeting
- Interviewing Skills
- Ability to answer questions/tough questions
- Ability to ask questions/tough questions
- Prepare your references to make calls and represent you
- Gauging level of interest you have in a job
- Gauging level of interest in the job you've applied for

- Ability to multi-task efficiently and productively
- Ability to create your entire network on paper or computer
- Creative ability to separate yourself from all others
- Determine what you are an expert in
- Knowing how to be the 1 in 10 guy, not the 9 in 10 guy
- The art of the follow up in every situation that warrants it and some that don't
- Adopt the mindset of helping others without expecting anything in return
- Communicate effectively with University Presidents, Dean, Department Head, Alumni, and Athletic Director by phone or in person
- Moving from a casual, surface relationship to one with substance and depth
- See the "head coach" in everyone you meet
- Ability to create your network of size and depth
- Find out about jobs before they are advertised
- Research specific areas of the program before the interview
- Ability to find "pain points" within the head coach, AD, or program
- Creatively identify connectors between you and the school or school employees
- Can assemble a job portfolio for your interview or pre-interview
- Execute phone interview etiquette and strategies
- How to "build a case" for you getting the job during the interview
- How to use X and O's to your advantage in the interview process
- Strategies for following up a job interview
- Creating a plan to secure a Babe Ruth for your network
- Understand how reference letters and phone calls can hurt you more than help
- Be a master at the cold call in any situation

- How to turn one interview into three more interviews
- How to turn a "no" into a Babe Ruth!