

# Successful Career Skills



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## Introduction

**“You will never change your life until you change something you do daily”,  
said by the popular televangelist Mike Murdock. Once you arrive at the  
torturous decision of changing your career, do not waste more time  
dwelling on the rationale behind this decision.**

**Get all your acts together and think of better ways of giving yourself a set of  
career skills that can gear you up for a new life and a new career.**

**Beefing up your career skills is rather an essential step of achieving true  
success. There are some secrets that will aid you in acquiring these skills.**

**Learning these secrets can be very beneficial indeed.**

**Once you have learned all these secrets, you are on your way to enjoying a  
better career, a sense of stability and more money. All of the time, energy  
and efforts in strengthening your career skills will be well worth the  
investment.**

**By strengthening your career skills, you can become one of the potential  
candidates that employers are looking for. Thus, it is important to pay  
attention to these secrets.**

**One of the first steps of acquiring a new set of career skills is arranging  
funds that allow you to attend a university or school. This is a big step to  
moving forward for you to obtain a new set of skills.**

**Taking it a step further than college is also important. You may want to  
check out some extracurricular activities such as clubs or maybe even**

participate in a volunteer event. These are just a couple of examples that can be very beneficial.

Although obtaining new career skills means spending money and time, the outcome will be most beneficial. Keep in mind, it will be a difficult task and will require longer hours.

There is also a plethora of courses that can help in getting your foot in the door to your career. You can gain specialization and expertise in a specific activity or field. Some institutions also offer courses that are highly effective in establishing a career. They are reliable in arming yourself with a set of career skills. It is important to look into many schools and check to see what each offers.

Through constant training and practice, you will be on your way to embarking on a new career. Beefing up your skills is proven to provide long-term benefits and offer you a stable job.

Learning and development are also needed in meeting the challenging demands of a career. There are some skills that will also need improvement. By focusing on these skills, you can improve and become a better person. Mentoring or taking online and offline courses are also essential parts of beefing up your skills. Below are some of the secrets to learn to aid in strengthening your career skills for your success.

## **Chapter 1:**

### **Career Skill Basics**

**All employers are searching for potential employees who already have their basic career skills that serve as their foundation skills.**

**Here are the basics pertaining to your career skill to ponder on:**

**Reading: You can understand, interpret and locate written information like graphs, schedules and manuals.**

**Writing: You can communicate ideas, information, thoughts and messages effectively in writing. You can further create documents like manuals, flow charts, graphs, reports, directions and letters.**

**Mathematics/Arithmetic Skills: You can further perform computations and face practical problems by means of choosing from a wide array of mathematical techniques.**

**Listening: You can attend to, interpret, respond and receive verbal cues and messages.**

**Speaking: You can communicate and organize ideas orally.**

### **Interpersonal and Team Skills**

**An applicant must be competent with verbal communication.**

**Answering questions in a good and positive manner is a good point.**

**There is a need to be direct to the point and demonstrate good skills as part of customer service. There is no need to be outgoing. There is only a need to know how to better communicate with coworkers, team members, customers and the management.**