O*NET Skill Naming Mini Guide

A worksheet for translating real work into clearer career language.

Resource ID: W1-RES-004 | Keyword: O*NET

Purpose

Sometimes you know what you do at work, but you do not know how to name it. O*NET can help you translate real work into clearer career language for resumes, interviews, career pivots, and skill tracking.

Five-step skill naming process

- [ ] Search a role that is close to your current job or target job on O*NET OnLine.
- [ ] Review the tasks, skills, knowledge, abilities, and work activities.
- [ ] Highlight words that truly match your experience. Do not copy blindly.
- [ ] Rewrite the language in your own truthful words.
- [ ] Use the language to improve a resume bullet, brag file entry, interview story, or career pivot explanation.

Translation worksheet

What I actually do	O*NET language that matches	My truthful career language

Example

Vague: helped customers.
Clearer possibilities, depending on what you actually did: resolved customer questions; used point-of-sale system; followed service procedures; documented issues; handled transactions; explained product options; escalated concerns.

Sources to read next

Use these sources for additional context. They are not a substitute for legal, financial, or individualized career advice.

O*NET OnLine: https://www.onetonline.org/

CareerOneStop Resume Guide - Work Experience: https://cloudfront.careeronestop.org/JobSearch/Resumes/ResumeGuide/work-experience.aspx

CareerOneStop - Career Portfolios: https://cloudfront.careeronestop.org/JobSearch/Resumes/portfolios.aspx

Note: This resource is for general educational information from Emerald Career Consulting. It is not legal advice, financial advice, or a promise of employment outcomes. For questions about your specific situation, consult a qualified professional.