

# Reflecting on Your Work Experience

Taking the time to reflect on your work experience activities is the most important step. Spend a few minutes taking some notes in response to the questions below, and use these as a starting point when preparing to describe the skills and knowledge you've gained on a cover letter, resume, or in a job interview.

1. What was the experience like for you? How was it similar to, or different from, other experiences (other jobs, volunteer work, school projects, community activities) you have had in the past?
2. What were some of the things you noticed about the work of other people in this organization? How did they go about their work? How did they communicate with each other? What were some of the challenges they faced?
3. What were some of the things you noticed about yourself – your skills, your values, your knowledge, and your preferences - in this work experience?
4. What questions did this work experience raise for you - questions about the organization, about what you've learned in your courses thus far, about your future course choices, about your future career goals?
5. What was one challenge or problem you encountered during this work experience, how did you respond to that challenge or problem, and what did you learn about yourself and how you deal with challenges?
6. If you had to summarize the value – what you gained – from this experience in one sentence, what would that be?
7. If you were to repeat this experience or some aspect of it, what would you do differently the next time? Or, what advice would you give someone else who was considering doing this work experience?