

Skills Matrix

Below are some common skills needed for careers in each BCom option:

Accounting	Business Technology Management	Entrepreneurship	Finance	General Business Management	Marketing	Operations & Logistics	Org. Behaviour & Human Resources	Real Estate
Analytical	Analytical	Analytical	Analytical	Analytical	Analytical	Analytical	Analytical	Analytical
Communication	Attention to Detail	Interpersonal	Attention to Detail	Leadership	Communication	Attention to Detail	Communication	Communication
Ethical Standards	Communication	Problem Solving	Managerial	Managerial	Interpersonal	Project Management	Interpersonal	Interpersonal
Interpersonal	Problem Solving	Project Management	Organizational	Organizational	Leadership	Problem Solving	Multi-tasking	Project Management
Teamwork	Teamwork	Self-motivation	Problem Solving	Strategic	Strategic	Technical	Organizational	Self-motivation

Find examples in your work experience, volunteer roles, extra-curriculars, and class projects that prove you have the skills needed for the option(s) you are considering, using the *STARL* model:

Skill(s)/ Attribute(s) Use the list above to get ideas	Type of Experience Work/ volunteer/ academic	S – Situation The specific context – who, what, when, where, timeline?	T – Task The significant objective, or an obstacle to overcome	A – Action What you did, how you did it, and the skills you used	R – Result The quantitative or qualitative proof of your success	L – Lesson How the story is relevant to jobs you will be applying to
Attention to Detail Communication Organizational	Volunteer	In my second year at UBC Sauder, I was an executive of the UBC Marketing Club. One of my responsibilities was to help organize an industry networking event.	I reached out to employers about attending our annual networking event. I needed to clearly communicate, as there were specific requirements with event venue parking and directions.	I created a bulleted list of instructions for the day of the event, along with a map of the venue, and sent via email. I went to the venue early to set up signage to ensure all delegates arrived without issues.	All delegates at the event had no trouble finding the venue space. The event ran on time. Employer feedback was very positive – they praised the organization of the event in our feedback survey.	Communicating clearly with outside stakeholders is an important way to show care and respect. Attention to detail is important when working with external stakeholders.

Need more help? You will complete a more in-depth Skills Matrix in your [COMM 202 Career Fundamentals](#) class.