

administering programs	planning agendas/meetings	updating files
advising people	planning organizational needs	setting up demonstrations
analyzing data	predicting futures	sketching charts or diagrams
assembling apparatus	rehabilitating people	writing reports
auditing financial reports	organizing tasks	writing for publication
budgeting expenses	prioritizing work	expressing feelings
calculating numerical data	creating new ideas	checking for accuracy
finding information	meeting people	classifying records
handling complaints	evaluating programs	coaching individuals
handling detail work	editing work	collecting money
imagining new solutions	tolerating interruptions	compiling statistics
interpreting languages	confronting other people	inventing new ideas
dispensing information	constructing buildings	proposing ideas
adapting new procedures	coping with deadlines	investigating problems
negotiating/arbitrating conflicts	promoting events	locating missing information
speaking to the public	raising funds	dramatizing ideas

writing letters/papers/proposals	questioning others	estimating physical space
reading volumes of material	being thorough	organizing files
remembering information	coordinating schedules/times	managing people
interviewing prospective employees	running meetings	selling products
listening to others	supervising employees	teaching/instructing/training individuals
relating to the public	enduring long hours	inspecting physical objects
entertaining people	displaying artistic ideas	distributing products
deciding uses of money	managing an organization	delegating responsibility
measuring boundaries	serving individuals	mediating between people
counseling/consulting people	motivating others	persuading others
operating equipment	reporting information	summarizing information
supporting others	encouraging others	delegating responsibilities
determining a problem	defining a problem	comparing results
screening telephone calls	maintaining accurate records	drafting reports
collaborating ideas	administering medication	comprehending ideas

overseeing operations	motivating others	generating accounts
teaching/instructing/training individuals	thinking in a logical manner	making decisions
becoming actively involved	defining performance standards	resolving conflicts
analyzing problems	recommending courses of action	selling ideas
preparing written communications	expressing ideas orally to individuals or groups	conducting interviews
performing numeric analysis	conducting meetings	setting priorities
setting work/committee goals	developing plans for projects	gathering information
taking personal responsibility	thinking of creative ideas	providing discipline when necessary
maintaining a high level of activity	enforcing rules and regulations	meeting new people
developing a climate of enthusiasm, teamwork, and cooperation	interacting with people at different levels	picking out important information
creating meaningful and challenging work	taking independent action	skillfully applying professional knowledge
maintaining emotional control	knowledge of concepts and	providing customers with

under stress	principles	service
knowledge of community/government affairs		

I have been a piano assistant in Shanghai Piano School. I have a lot of experience and learned lots of skills for teaching the piano. I have learned how to talk with others for personal responsibility and supporting others and listening to others that all I learned to do during my whole summer. Listed below, I have mentioned three examples with these skills in the whole summer time.

Three (3) job advertisements that I could apply for

1. Personal responsibility: Piano assistant

A piano assistant has a personal responsibility to make sure that the students attain top-notch skills of how to play the piano and sustain their progress. It will also be the personal responsibility of the piano assistant to make sure that piano performance techniques are demonstrated and explained to the students. There are a lot of personal responsibility associated with teaching and since personal responsibility is skill I acquired previously, been a piano assistant will be very fulfilling.

2. Listening to others: Broadcast and sound Engineering Technician

This is a very viable job that I can apply for since it requires the technique of listening to others. Since I was a piano assistant in Shanghai I have learned to listen critically to the piano audio. Listening to others is very important in this job because one can correct

and adjust any audio that is not of the desired quality. The employer (Classic Radio) is looking for a person who is active in listening.

3. Supporting others: Social Worker

This is a Job I can apply since I love supporting others as identified in the checklist. As a social worker I will be able to improve the lives of communities, groups and individuals. Due to the fact that I am good at the piano, I can offer free lessons to the disadvantaged persons and groups. It will also be my pleasure to play the piano in homes for the elderly, as a way of giving them hope and entertainment.