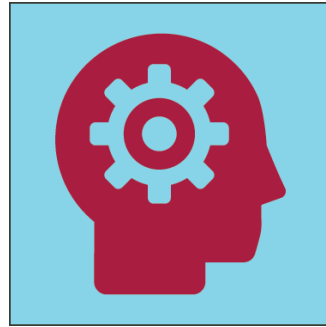


**Marketable  
Skills Goal**



***Tools for the Field***

**60x30TX**



Texas Higher Education  
Coordinating Board

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# Career Readiness Handbook

*For Students*



## CAREER READINESS

TEXAS HIGHER EDUCATION COORDINATING BOARD  
& TEXAS WORKFORCE COMMISSION



Go to [www.60x30TX.com](http://www.60x30TX.com) → Resources → Reports



## Career Readiness Handbook for students

### What is included?

- **Understanding soft and hard skills**
- **How to develop these skills**
- **Career options and aligned skills**
- **Finding career satisfaction**
- **Working while in college**
- **How to market yourself**

#### Hard Skills

These skills are specific and usually measurable skills that are needed to do a job. You will learn these skills for your future career as you take courses. Hard skills, for example, might include building websites, cooking for fine dining restaurants, performing statistical analysis, learning graphic design, mastering math, or understanding art restoration. These are also called *technical* or *applied skills*.

#### Soft Skills

These skills are also known as *transferable skills* because you can transfer them to any job you have over the course of your career. You will learn these skills as you interact with teachers, course materials, and other students during your courses or through extracurricular activities. Soft skills, for example, might include listening, reasoning, professionalism, courtesy, punctuality, or public speaking.



## Career Readiness Handbook for students

### Why do skills matter? All jobs require hard and soft skills

#### CHEF

Hard Skills	Soft Skills
Understand chemical reactions among ingredients	Manage time (in order not to burn anything)
Use different types of knives correctly	Communicate with other people in the kitchen

#### TEACHER

Hard Skills	Soft Skills
Plan lessons (requires knowledge of a content area)	Be creative in developing activities to engage students
Know how to create tests and quizzes	Work with other teachers as a team

#### PIPEFITTER

Hard Skills	Soft Skills
Understand the mechanics of piping systems	Be detail-oriented and precise
Provide maintenance	Ability to problem-solve



# Internship Toolkit

*For Employers*

COMING

SOON!

**60x30TX** &  
INTERNSHIP  
PROGRAMS



Go to [www.60x30TX.com](http://www.60x30TX.com) → Resources → Reports

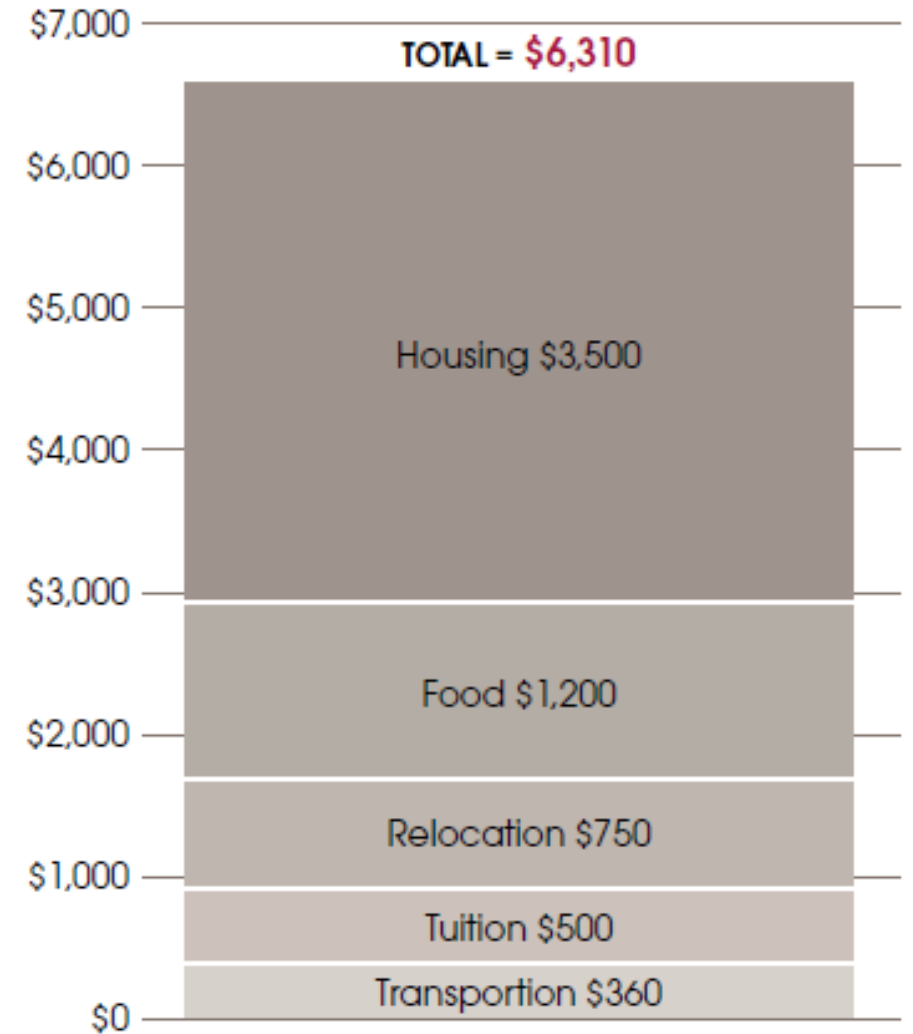


## Internship Toolkit for employers

### What is included?

- ***60x30TX* and internships**
- **Career Services as partners**
- **Aligning programs with *60x30TX***
- **The importance of paid internships**
- **Internship program checklist**
- **Internship job posting examples**

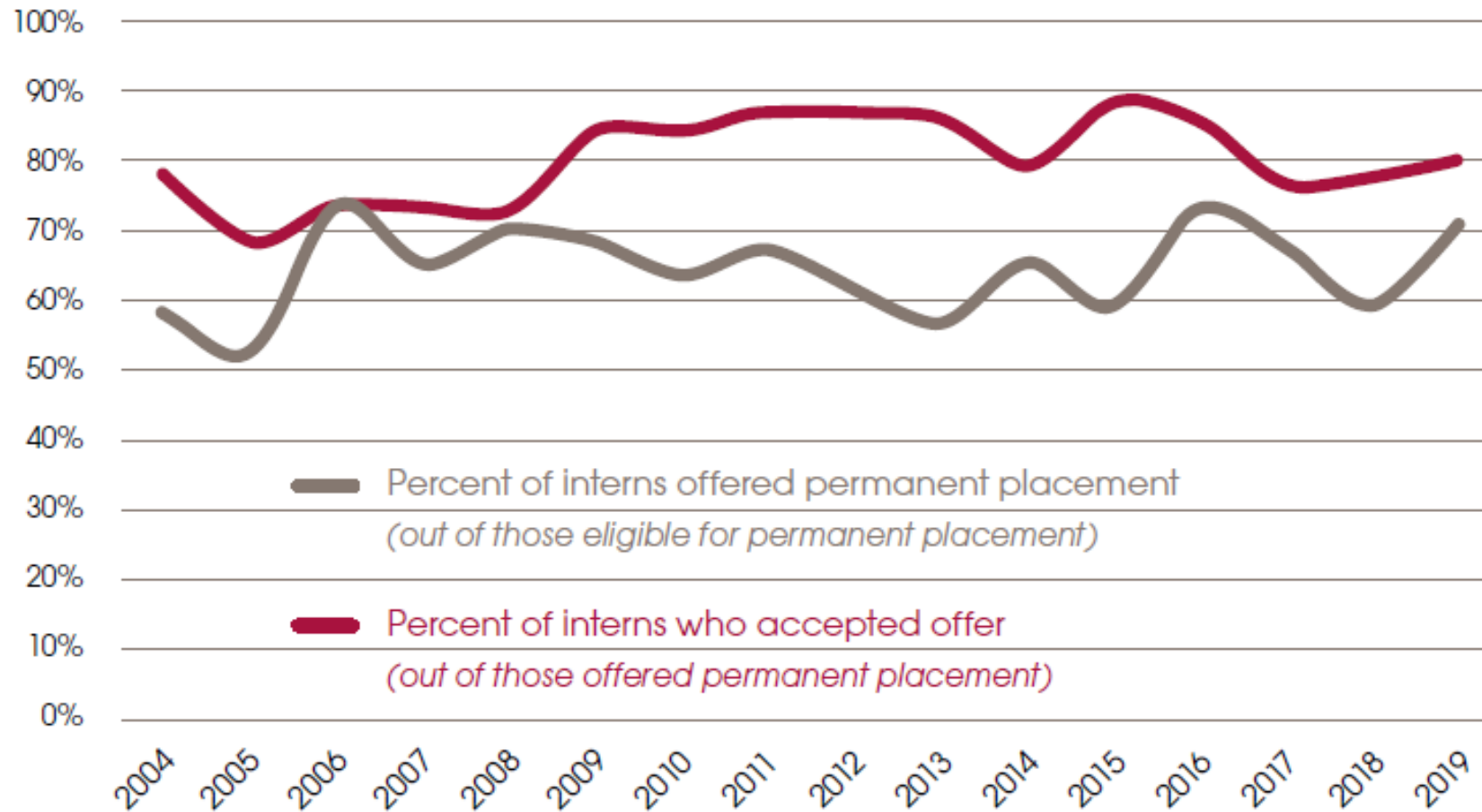
## Student Expenses During an Internship





## Internship Toolkit for employers

### Why internships? Internships can lead to permanent jobs





## **MARKETABLE SKILLS**

**Additional efforts coming soon...**

- **Implementation best practices**
- **Leadership Conference, Fall 2019**
  - **Marketable Skills Theme**
- **Marketable Skills Conference, 2020**