

WORKING WITH INFORMATION



THIS IS THE AGILITY FOR WORKING WITH INFORMATION TECHNOLOGY, MANAGEMENT, AND PROCESSING.

Agilities are combinations of your work skills and interests. Use them to work more effectively in your career. People who are adept at working with information may be skilled with technology, talented with manipulating, analyzing, and interpreting data, or have expertise in both those broad areas. To be skilled with technology means having the ability to develop, operate, and maintain information technology (IT) software and hardware, which are critical for managing and processing information. To be skilled at manipulating, analyzing, and interpreting data means being able to collect and store information and to turn information into knowledge.

TELL EMPLOYERS THAT YOU'RE A PROCESS PERSON WHO IS SKILLED AT USING DATA AND TECHNOLOGY BY USING THESE KEY WORDS:



Interpreting



Analyzing



Processing



Operating

COVER LETTER PHRASES TO DESCRIBE THE WORKING WITH INFORMATION AGILITY:

- "My agility for working with information allows me to analyze the key takeaways from a dataset and troubleshoot any hardware or software issues that arise along the way."
- "I see new technology as a challenge: I'm passionate about working with information to help your organization choose the best data management system for each project."

YOUR NEXT STEPS FOR WORKING WITH INFORMATION:

Use and Grow Your Agility in Everyday Life

- Help a family member update the software on their smartphone
- Compare statistics from your favorite NFL players
- Onboard colleagues to a new technology platform
- Create a data visualization to mark company achievement

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- Visit [agilities.org](https://www.agilities.org) for Career Explorer Tools to navigate today's job-market challenges
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