



## Inventory Your Skills, Strengths and Interests

This worksheet is designed to help you create a comprehensive list of the skills and strengths you have developed. Your skills and strengths are the assets you can leverage as you grow and advance professionally. You will apply this knowledge of your skills and strengths as you select your career path, search for a job, develop your resume, and interview for specific positions.

Instructions: Use the blank pages to document the skills, strengths, and interests you have acquired and demonstrated in different volunteer, academic, or professional settings. Please note that the lists provided here are of example skills and strengths lists included to help you brainstorm, please also consider skills and strengths that are not on these lists. You can also refer to course descriptions for prompts and ideas.

What is the difference between skills and strengths?

- **Skills** are abilities that come from specific training and can be learned in a course, workshop, or self-study. (e.g. software programs, languages, time management, people management, research, analytics, project management, etc.)
- **Strengths** are personal attributes that you have cultivated over time. (e.g. flexibility, integrity, positive attitude, willingness to learn, dependability, friendliness, persistence, etc.)

NOTE: Employers look for more than just technical skills from candidates so it is important to identify and articulate both **your “soft” and “hard” skills.**

- **Hard skills** are the specific, teachable, abilities and knowledge areas require for positions. They are fact-based and can be defined and measured.
- **Soft skills** include the personal, relational and behavioral attributes that allow you to thrive in the workplace. They are subjective and often times situational.

## Examples of Skills

<b>Communication</b>	<b>Interpersonal</b>	<b>Managerial</b>	<b>Process Management</b>	<b>Leadership</b>	<b>Industries</b>	<b>Self- Management</b>
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<p>Blogging Campaigns Content management Digital media Editing Email marketing Feedback delivery Filmmaking Listening Nonverbal communication Phone Presentations Public Speaking Social Media Style Summarizing Team Verbal Writing</p>	<p>Business development Collaboration Community building Conflict resolution Consultative Convening Deal-making Diplomacy Disability awareness Diversity awareness Engagement Managing difficult personalities Negotiation Networking Persuasion Professionalism Relationship management Shepherding</p>	<p>Budget management Business management Change management Crisis management Delegation Directing Dispute resolution Economization Financial management Forecasting Goal-setting Hiring Managing difficult situations Mediating Performance management Process management Produce development Project management Quality control Recruitment Reporting Restructuring Staffing Talent management Team building</p>	<p>Administrative Analytical Contracting Creative thinking Decision making Execution Goal-setting Logistics Operations management Planning Problem-solving Research Scheduling</p>	<p>Assertiveness Coaching Facilitation Instruction Mentoring Motivational Product development Retention Strategic thinking Teaching Team-building Team manager Team player Training</p>	<p>Analytical Auditing Data analysis Financial modeling Quantitative  Communications and Digital Media Customer Service Digital marketing Human Resources Photography Social Media Marketing  Education and Learning Accreditation Program evaluation Teaching  Government and Civic Engagement Foreign language Policy development International affairs  Healthcare Patient care Risk analysis  Leadership and Management Accounting Analytical  Regulatory Affairs Compliance Risk analysis</p>	<p>Goal Setting Organization Prioritization Self-awareness Self-presentation Stress management Time management Work-life balance</p>
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1. Skill	2. Example	3A. Have a clear goal. Is this skill relevant?	3B. No clear career goal yet and still exploring? Do you enjoy using this skill
List the skill you've developed or demonstrated here	Briefly describe how you have demonstrated this skill. Consider the situation, the action you took, and the result	Y/N	Y/N

## Examples of Strengths

<b>Accountability</b>	<b>Communication</b>	<b>Intellectual</b>	<b>Personality</b>	<b>Precision</b>	<b>Relational</b>	<b>Situational</b>
<p><i>Strengths related to holding yourself accountable to completion of task</i></p> <p>Accountable Ambitious Committed Deadline-driven Dedicated Dependable Disciplined Effective Focused Goal-oriented Independent Motivated Ownership Productive Punctual Reliable Resourceful Responsible Results-oriented</p>	<p><i>Strengths related to how you communicate with others</i></p> <p>Artful Articulate Authentic Bold Clear Concise Effective Powerful Strategic</p>	<p><i>Strengths related to how you think or react to new information</i></p> <p>Analytical thinker Artistic Clarity Critical Thinker Creative Curious Decisive Emotionally intelligent Empathetic Evaluative Innovative Inquiring Intellectual Intelligent Learner Open-minded Purposeful Reflective Thoughtful Trainable Visionary</p>	<p><i>Strengths drawn from character traits</i></p> <p>Authentic Confident Eager Energetic Enthusiasm Genuine Honest Humorous Optimistic Patient Positive Quick-witted</p>	<p><i>Strengths related to ensuring that tasks are completed accurately and with attention to detail</i></p> <p>Accurate Detail-oriented Ethical Exact Precise</p>	<p><i>Strengths connected to relating with people and building relationships</i></p> <p>Caring Charismatic Comforting Compassionate Considerate Courteous Directive Dynamic Empowering Encouraging Engaging Friendly Influencer Inspiring Motivating People-oriented Relatable Respectful Supportive Sympathetic Tactful Tolerant</p>	<p><i>Strengths related to managing difficult or challenging situations</i></p> <p>Adaptable Competitive Courageous Determined Diplomatic Flexible Poised Resilient Risk-Taking Sensitive</p>

<b>1. Strength</b>	<b>2. Example</b>	<b>3A. Have a clear career goal? Is this strength relevant?</b>	<b>3B. No clear career goal yet and still exploring? Do you enjoy using this strength?</b>
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<p>List the strength you've developed or demonstrated here</p>	<p>Briefly describe how you have demonstrated this strength. Consider the situation, the action you took, and the result</p>	<p>Y/N</p>	<p>Y/N</p>

**BRINGING IT ALL TOGETHER -**

Consider which of your skills and strengths you've listed above that align with your INTERESTS. In other words, which ones do you want to or enjoy using the most? These are the skills and strengths you should focus on cultivating and developing.

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	<b>ACCOMPLISHMENTS</b>
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