

Skill Inventory

On this very basic list of skills, check all the ones you've used at any point in your life (**no need to be expert**), and those you could use if asked.

Then **complete the steps at the end of the list**. They will help you choose which skills to emphasize on your resume & look for in job descriptions.

Interpersonal

- Relating well with people
- Effective listener
- Sympathetic
- Sensitive to others
- Responding
- Concerned
- Helping others
- Accepting
- Team player

Motivational

- Motivating individuals & groups
- Raising funds
- Persuading
- Team-building
- Selling (things and ideas)
- Settling disputes
- Encouraging
- Promoting

Verbal/Written Communication

- Expressing ideas
- Clear communicator
- Imaginative
- Speaking
- Writing
- Persuading
- Curiosity
- Articulating
- Defining
- Editing & condensing
- Translating

Physical

- Strength
- Endurance
- Coordination
- Quickness & agility
- Love of outdoor activities
- Athletic

Teaching & Counseling

- Explaining
- Advising
- Inspiring
- Listening
- Demonstrating
- Training
- Instructing
- Encouraging
- Leading groups

Learning

- Analyzing
- Noticing
- Active listener
- Synthesizing
- Good memory
- Reading, writing and computing
- Questioning and evaluating

Detail & Completion

- Meeting deadlines
- Persevering
- Organizing
- Completing
- Implementing
- Following complex instructions
- Functioning despite stress
- Record keeping

Numbers

- Counting and computing
- Using statistics
- Good money manager
- Accurate
- Accounting & bookkeeping
- Creating and using budgets
- Estimating and appraising

Artistic

- Aesthetic awareness
- Creativity
- Expressive
- Good spatial sense
- Imaginative
- Making things
- Appreciating & creating beauty
- Visualizing abstract ideas
- Performing
- Designing web pages

Hands-On

- Installing
- Using tools
- Constructing
- Preparing
- Handling
- Designing
- Producing
- Cooking
- Gardening

Administrative

- Evaluating
- Setting & attaining goals
- Delegating
- Motivating others
- Setting priorities
- Planning
- Follow-through
- Team-building
- Managing

Creative & Visionary

- Intuitive
- Developing new Ideas
- Judging effectively
- Original thinking
- Showing foresight
- Creative
- Innovative
- Experimental
- Imaginative

Leadership

- Motivating others
- Self-starting
- Working without supervision
- Trying new things
- Acting quickly in emergencies
- Running effective meetings
- Identifying and solving problems
- Adapting to new situations
- Accepting responsibility
- Making decisions
- Team building

Presenting

- Public speaking
- Performing (singing, dancing, acting, playing instruments, etc.)
- Making presentations
- Appearing before a group
- Helping others enjoy themselves
- Contagious enthusiasm

Analysis and Research

- Gathering information
- Synthesizing
- Analyzing
- Categorizing
- Evaluating
- Making decisions
- Experimenting
- Drawing conclusions
- Examining
- Using computers

Now Try This!

Once you've marked the skills you've used or could use, choose another symbol to identify the ones you'd like to acquire in the future. Then cross out all those you'd rather not use (again).

Now look over your choices and their skill categories. **Any patterns?** Which three or four do you want to develop next? Of those you already have, which do you most want to use in your next experience?

The combination of the new skills you'd like to develop and the old ones you'd most like to use again represents your "ideal" next job description! Add them to your **Summary Sheet**.