

IDENTIFY YOUR SKILLS

Employers have stated that over ninety percent of the job applicants they interview cannot describe their skills. Although job seekers may have the necessary skills for a particular job they have trouble communicating them! Knowing this, one of the most important things you can do before developing or changing your career is to learn to identify your skills.

There are three types of skills: job related skills, transferable skills, and adaptive skills. The job related skills are those that are related to a particular job. For example, using AutoCAD would be a job related skill. The transferable skills are skills that can be useful in a variety of jobs and can be transferred from one career to another. For example, communication skills are transferable skills. Adaptive skills are the skills you use everyday to survive. An example of an adaptive skill would be getting along with others.

When asked, “What are your skills?” People will often respond with, “I don’t know” or “I’ve only been a housewife” or “I’ve only worked in a factory,” etc. People have a difficult time describing what they can do. On the next page there is a list of skills. Read through the list and check off the skills you feel you have. Think about all the things you have accomplished throughout your life, such as, school, work, volunteer work, home responsibilities, etc.

After you have completed this task take a look at the skills you checked off. Would you enjoy doing any of these again? Now that you have discovered, or rediscovered, your skills use this information to put together a resume or to help you prepare for an interview.

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administer	file records	plan
advise	find information	pleasant
analyze data	fix/repair	practical
anticipate problems	follow directions	precision work
appraise services	gather materials	prepare
arrange functions	generate	print
articulate	get along with others	pride
artistic	good with hands	process information
assemble things	good attendance	produce
assertive	guide/lead	program
assess situations	handle complaints	promote
audit records	handle money	protect
bargain/barter	helpful	public speaking
build	honest	public relations
calculate numbers	illustrate	question
capable	implement	raise money
care for	improve	read
chart information	improvise	recommend
check for accuracy	independent	record data
cheerful	industrious	recruit
classify	influence others	rectify
collect money	inform	reduce
communicate	initiate new task	rehabilitate
compare data	inspect products	reliable
competent	install	remove
competitive	instruct	repair
compile	interpret data	report
complete assignments	interview people	research
confront others	invent	resolve problems
conscientious	inventory	responsible
construct buildings	investigate	restore
consult with others	keep financial records	review
control situations		

What other skills do you have that are not on this list?

ACTION WORDS FOR YOUR RESUME

ability	consolidated	established	initiated	oriented	regulated
accomplished	constructed	estimated	inspected	originated	reinforced
achieved	consulted	evaluated	inspired		repaired
acquired	contracted	examined	installed	package	replaced
adapted	contributed	exceeded	instituted	painted	represented
administered	controlled	excelled	instructed	participated	researched
advised	convinced	executed	insured	perfected	restored
advertised	cooperated	exercised	integrated	performed	restructured
analyzed	coordinated	exhibited	interacted	persuaded	reviewed
applied	copied	expanded	interpreted	photographed	revised
approved	corrected	expedited	interviewed	placed	saved
arbitrated	counseled	experienced	introduced	planned	scheduled
arranged	crafted	explained	invented	played	screened
articulated	created	explored	investigated	policed	secured
assembled			involved	prepared	selected
assessed	debated	facilitated		presented	sent
assigned	decided	familiarized	joined	presided	separated
assisted	decreased	filed	justified	prevailed	served
assumed	defined	finalized		prioritize	serviced
attained	delegated	financed	labored	processed	set
attended	delivered	finished	learned	procured	shaped
authorized	demonstrated	forecast	lectured	produced	shipped
authorized	designated	formalized	led	programmed	showed
awarded	designed	formulated	licensed	projected	simplified
	detailed	founded	lobbied	promoted	skilled
balanced	determined	funded	located	proofread	sold
bought	developed	gained	maintained	proposed	solved
budgeted	diagnosed	gathered	managed	proved	staffed
briefed	directed	generated	mapped	provided	started
built	discovered	graded	marketed	published	stocked
boosted	dispersed	graduated	mediated	purchased	streamlined
brought	displayed	guided	mobilized		structured
	distributed		moderated	qualified	studied
calculated	documented	handled	modified	quickened	submitted
caught	drafted	heightened	monitored		succeeded
chaired		helped	motivated	raised	suggested
changed	edited	hired		reasoned	summarized
checked	educated		negotiated	received	supervised
clarified	effected	identified	nominated	recognized	supplied
classified	eliminated	illustrated		recommended	supported
closed	employed	implemented	observed	reconciled	surpassed
collaborated	enabled	improved	obtained	recorded	surveyed
communicated	encouraged	improvised	officiated	recruited	
compared	enforced	incorporated	opened	redesigned	tabulated
compiled	engaged	increased	operated	reduced	tailored
completed	enhanced	influenced	ordered	referred	taught
computed	ensured	informed	organized	refined	terminated
tested	translated	totaled	unearthed	validated	worked
testified	transported	tracked	unified	verified	wrote
trained	traveled	updated	used	visualized	
transferred	tutored	uncovered	utilized	welcomed	x-rayed

