

Need to identify your **SKILLS?**

Circle those skills/qualities you think best describe you. Add any that are missing from the list.

- | | | |
|------------------|--------------------|----------------------|
| Explain | Budget | Flexible |
| Facilitate | Calculate/compute | Dependable |
| Promote | Present to others | Drive |
| Motivate others | Monitor | Integrity |
| Interview | Conceptualize | Persuade |
| Influence | Synthesize | Direct |
| Consult | Visualize | Attention to detail |
| Write | Brainstorm | Create |
| Liaison | Improvise | Advise |
| Determine policy | Use of memory | Gather information |
| Make decisions | Use of intuition | Instruct |
| Negotiate | Design | Work with the public |
| Supervise | Forecast | Perceptive |
| Patient | Invent | Coach |
| Delegate | Perform | Manage time |
| Adaptability | Produce events | Empathic |
| Mediate | Collaborate | Open-minded |
| Initiate | Build/construct | Imaginative |
| Organize | Repair/restore | Efficient |
| Plan | Advocate | Resourceful |
| Coordinate | Interpret | Curious |
| Implement | Lead | Observant |
| Follow through | Listen | _____ |
| Analyze | Counsel | _____ |
| Evaluate | Nurture | _____ |
| Observe | Troubleshoot | _____ |
| Problem solve | Learn/Understand | _____ |
| Research | Cooperate | _____ |
| Categorize | Investigate | _____ |
| Manage records | Aesthetic judgment | _____ |
| Edit | Estimate | _____ |

Accomplishments and Strengths

Make a list of some of your accomplishments from the last few years. Consider activities from any setting (school, work, community service, etc.) that you have done well and feel good about.

From the list above, choose your top 3-5 accomplishments and use them to complete the chart below.

List one accomplishment in each box below: Identify skills used to achieve each accomplishment:

Summary

Review the skills/qualities you circled in the first list and the skills used in your accomplishments. Are there any overlapping skills? Can you identify any themes? What are they?

Identify your top 5 skills from all the information above:

- 1.
- 2.
- 3.
- 4.
- 5.