

SKILLS INVENTORY

Skills come in a variety of forms. We all have them! Skills are the things you do well and that are important to let selection committees, prospective employers or school admissions officers know about as you pursue your next steps. Read through the list below. Check off the skills that you possess. Use a highlighter to highlight skills that you like to use.

Physical Skills

- Coordination
- Outdoor skills
- Love of outdoors
- Athletic
- Physically strong
- Stamina/endurance
- Agility/quickness

Verbal/Written Skills

- Clear communicator/spoken
- Clear communicator/business written
- Clear communicator/creative written
- Expressing Ideas
- Imaginative
- Good writer
- Curious
- Persuading
- Defining
- Editing/restatement
- Interviewing
- Summarizing

Influencing/

Motivational Skills

- Relates well to others
- Builds teams and alliances
- Negotiates agreements
- Settles disagreements
- Persuades and guides
- Sells ideas/promotes
- Motivates individuals and groups
- Encourages others

Learning

- Observation
- Identifying trends
- Synthesizing
- Analyzing/assessing
- Summarizing
- Retains facts and details
- Learns by doing
- Learns by reading
- Learns by listening
- Learns by process in the moment
- Extrapolates to other situations

Leadership

- Manages self
- Sets priorities
- Identifies direction
- Tries new things
- Accepts responsibility
- Delegates
- Monitors progress
- Manages meetings/conferences

- Identifies problems and solutions
- Works without supervision
- Adapts to new situations
- Builds teams
- Works well independently
- Motivates
- Guides and coaches
- Demonstrates integrity and values
- Self starting
- Handles emergency situations well
- Adapts to new situations

Teaching/Coaching/Counseling

- Listening
- Identifying learning areas
- Provide instruction/input
- Create learning opportunities
- Facilitate group process
- Encourage/guide
- Design lessons
- Summarize/provide overview
- Instruct/provide detail
- Advise/coach one on one
- Explaining
- Advising
- Inspiring
- Demonstrating
- Leading groups

Doing/Hands-On

- Constructing
- Handling
- Cooking
- Installing
- Operating tools/machines
- Producing
- Repairing/restoring
- Gardening
- Designing
- Preparing

Administrative Skills

- Setting goals/priorities
- Execution of projects
- Delegate
- Planning
- Follow-through
- Build alliances/teams
- Anticipate problems
- Motivating
- Scheduling
- Responding
- Evaluating
- Operates under stress
- Assuring quality

- Recommending
- Forecasting
- Computer literate
- Managing

Artistic Skills

- Noticing beauty/aesthetics
- Designing visual materials
- Symbolic thinking
- Creating/shaping things
- Imaginative
- Performing
- Interrelating materials/themes
- Improvising
- Creative
- Expressive
- Visualizing abstract ideas

Interpersonal Skills

- Good listener
- Problem solving
- Sympathetic
- Helping
- Accepting
- Forms good rapport
- Mediating
- Handles problems/complaints
- Providing service
- Relates well with others
- Sensitive to others
- Concerned about others
- Team player

Innovative Skills

- Noticing trends
- Developing new approaches
- Demonstrating foresight
- Experimenting
- Adapting ideas
- Tolerating lack of structure
- Creating
- Imagining

Math/Financial Skills

- Math computation
- Using statistics
- Identifying trends
- Problem solving
- Accounting
- Forecasting
- Estimating
- Financial planning
- Budgeting
- Good with money
- Accurate