

## SKILLS INVENTORY WORKSHEET

Instructions: Write down the hard and soft skills you've acquired during your current and previous jobs. Next, find job postings for positions that interest you. Write down the skills the employers request in those postings, then compare those with the skills you have.

oft Skills: traits that define your unique personality, work style, preferences, and strengths.  samples: communication, creativity, leadership, organization, multi-tasking, teamwork, independence, interpersonal skills, mpathy, diplomacy, problem-solving, attention to detail, performance under pressure  JOB TITLE:  JOB TITLE:  Skills Sought  Skills Sought  Skills Sought  Do you meet the job's education requirements? (e.g., bachelor's degree and major, high school diploma) (Circle "Yes" or "Notes and strengths.  JOB TITLE:  Do you meet the job's education requirements? (e.g., bachelor's degree and major, high school diploma) (Circle "Yes" or "Notes and strengths.	xamples: specific skills such as bookkee	elge that qualify you to perform a given job.  eping, nursing, designing, carpentry, or mach	nine operation; software proficiency,
amples: communication, creativity, leadership, organization, multi-tasking, teamwork, independence, interpersonal skills, rpathy, diplomacy, problem-solving, attention to detail, performance under pressure  DB TITLE:  Skills Sought  Skills Sought  Skills Sought  Do you meet the job's education requirements? (e.g., bachelor's degree and major, high school diploma) (Circle "Yes" or "Netatasking).	grees, certifications, licenses, fluency i	n another language, physical strength	
amples: communication, creativity, leadership, organization, multi-tasking, teamwork, independence, interpersonal skills, pathy, diplomacy, problem-solving, attention to detail, performance under pressure  B TITLE:  Skills Sought  Skills Sought  Skills Sought  Do you meet the job's education requirements? (e.g., bachelor's degree and major, high school diploma) (Circle "Yes" or "Neta Communication to detail, performance under pressure  JOB TITLE:  JOB TITLE:  JOB TITLE:  Skills Sought  Skills Sought  Ob you meet the job's education requirements? (e.g., bachelor's degree and major, high school diploma) (Circle "Yes" or "Neta Communication to detail, performance under pressure			
amples: communication, creativity, leadership, organization, multi-tasking, teamwork, independence, interpersonal skills, pathy, diplomacy, problem-solving, attention to detail, performance under pressure  B TITLE:    JOB TITLE:   JOB TITLE:   Skills Sought   Skills Sou			
amples: communication, creativity, leadership, organization, multi-tasking, teamwork, independence, interpersonal skills, pathy, diplomacy, problem-solving, attention to detail, performance under pressure  B TITLE:    JOB TITLE:   JOB TITLE:   Skills Sought   Skills Sou			
amples: communication, creativity, leadership, organization, multi-tasking, teamwork, independence, interpersonal skills, pathy, diplomacy, problem-solving, attention to detail, performance under pressure  B TITLE:    JOB TITLE:   JOB TITLE:   Skills Sought   Skills Sou			
amples: communication, creativity, leadership, organization, multi-tasking, teamwork, independence, interpersonal skills, ipathy, diplomacy, problem-solving, attention to detail, performance under pressure  DB TITLE:  Skills Sought  Skills Sought  Skills Sought  Do you meet the job's education requirements? (e.g., bachelor's degree and major, high school diploma) (Circle "Yes" or "Netatasking).			
Skills Sought  Skills Sought  Skills Sought  Skills Sought  Skills Sought	amples: communication, creativity, lead	dership, organization, multi-tasking, teamwo	rk, independence, interpersonal skills,
Do you meet the job's education requirements? (e.g., bachelor's degree and major, high school diploma) (Circle "Yes" or "N	OB TITLE:	JOB TITLE:	JOB TITLE:
	Skills Sought	Skills Sought	Skills Sought
VEC. NO. VEC. NO.	Do you meet the job's education requ	uirements? (e.g., bachelor's degree and majo	or, high school diploma) (Circle "Yes" or "No")
TES NO YES NO	YES NO	YES NO	YES NO