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.

Hard Skills: abilities, credentials, knowledge that qualify you to perform a given job.
Examples: specific skills such as bookkeeping, nursing, designing, carpentry, or machine operation; software proficiency, degrees, certifications, licenses, fluency in another language, physical strength

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Soft Skills: traits that define your unique personality, work style, preferences, and strengths.
Examples: communication, creativity, leadership, organization, multi-tasking, teamwork, independence, interpersonal skills, empathy, diplomacy, problem-solving, attention to detail, performance under pressure

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JOB TITLE:	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 "No")

YES NO	YES NO	YES NO