

SKILLS INVENTORY CHECKLIST

Purpose: This Skills Inventory can help you find the words to describe the skills that you have. How to use the Skills Inventory: Circle every skill that applies to you. Note examples of situations in your life that demonstrate this skill. Then try to incorporate these skills into your resume and/or cover letter. They can also help you talk about yourself during a job interview.

determining a problem	maintaining a high level of activity	advising people	planning agendas/meetings	updating files
motivating others	developing a climate of enthusiasm, teamwork, and cooperation	encouraging others	planning organizational needs	setting up demonstrations
collaborating ideas	creating meaningful and challenging work	analyzing data	predicting futures	sketching charts or diagrams
overseeing operations	maintaining emotional control under stress	assembling apparatus	gathering information /times	writing reports
teaching/instructing/training individuals	knowledge of community/government affairs	thinking in a logical manner	organizing tasks	writing for publication
becoming actively involved	entertaining people	budgeting expenses	prioritizing work	expressing feelings
analyzing problems	deciding uses of money	calculating numerical data	creating new ideas	checking for accuracy
preparing written communications	measuring boundaries	finding information	meeting people	classifying records
performing numeric analysis	displaying artistic ideas	handling complaints	evaluating programs	coaching individuals
setting work/committee goals	managing an organization	handling detail work	editing work	collecting money
taking personal responsibility	taking independent action	imagining new solutions	interacting with people at different levels	compiling statistics
counseling/consulting people	motivating others	interpreting languages	confronting other people	thinking of creative ideas
operating equipment	reporting information	recommending courses of action	constructing buildings	proposing ideas
supporting others	providing discipline when necessary	adapting to new procedures	coping with deadlines	investigating problems
delegating responsibility	defining a problem	expressing ideas orally to individuals or groups	promoting events	locating missing information
mediating between people	making decisions	speaking to the public	raising funds	dramatizing ideas

persuading others	resolving conflicts	writing letters/papers/proposals	enduring long hours	meeting new people
summarizing information	selling ideas	reading volumes of material	being thorough	organizing files
delegating responsibilities	conducting interviews	remembering information	coordinating schedules	managing people
comparing results	setting priorities	interviewing prospective employees	running meetings	selling products