



This exercise is designed to help you identify skills you possess. This task will be particularly useful for marketing yourself to employers in interviews and cover letters.

**Instructions:**

1. Place a check mark next to each skill you feel you possess. Be sure to consider *all* settings in which you might have demonstrated each skill, including your college curriculum, extra-curricular activities, organizations/clubs, volunteer work and internship/work experience.
2. Review the items you have checked and narrow your list to your 10 strongest skills.
3. For each of 10 skills selected, complete the reserve side of this sheet describing specific examples of how you have demonstrated this skill in the past.

**ANALYTICAL**

- analyzed
- assessed
- compared
- conceptualized
- critiqued
- devised
- diagnosed
- estimated
- evaluated
- identified
- inspected
- interpreted data
- investigated
- made decisions
- observed
- predicted
- projected
- proved
- reflected
- researched
- reviewed
- screened
- solved problems
- studied
- surveyed
- tested
- thought critically
- validated

**COMMUNICATION**

- communicated
- conveyed
- debated
- defined
- described
- drafted
- edited
- explained
- foreign language  
(read, wrote,  
spoke, translated)
- interacted
- interviewed

- listened
- presented
- published
- read
- reported
- responded
- spoke in public
- summarized
- wrote

**CREATIVE**

- acted
- advertised
- authored
- created
- designed
- developed
- displayed
- entertained
- illustrated
- improvised
- innovated
- performed
- produced
- promoted

**FINANCIAL**

- appraised
- audited
- balanced
- budgeted
- calculated
- earned
- invested
- merchandised
- raised funds
- purchased

**HELPING**

- advised
- assisted
- coached
- collaborated
- counseled

- fostered
- guided
- informed
- mentored
- served
- supported
- taught
- tutored
- trained
- volunteered

**LEADERSHIP**

- assigned
- authorized
- chaired
- directed
- delegated
- enforced
- facilitated
- founded
- initiated
- hired
- implemented
- managed change
- managed a crisis
- managed people
- managed resources
- presided
- recommended
- supervised

**ORGANIZATIONAL**

- administered
- categorized
- collected
- compiled
- consolidated
- coordinated
- maintained
- managed time
- monitored
- organized
- planned
- performed data entry

- prioritized
- processed
- recorded
- ran reports
- scheduled

**PERSUASION**

- encouraged
- influenced
- mediated
- motivated
- persuaded
- negotiated
- recruited
- sold

**TECHNICAL**

- assembled
- constructed
- compiled
- engineered
- installed
- integrated
- operated
- measured
- programmed
- repaired
- upgraded

**ADDED VALUE**

- adapted
- enhanced
- improved
- maximized
- minimized
- shaped
- streamlined
- strengthened
- supplemented
- updated

