

Skills Inventory

The following is a list of job skills. There are literally thousands of job-specific skills. This is not an adequate checklist, it is only intended as an example of what to look for. You will have to research the job skills specific to your occupation.

Auditing	Driving	Payroll Accounting
Brake Alignments	Editing	Public Speaking
Building Maintenance	Electronic Repair	Scheduling
C++ Programming	Filing	Soldering
Carpet Laying	Hammering	Surgery
Cleaning	Interviewing	Teaching
CNC Machine Composite	LAN Administration	Technical Writing
Engineering	Management	Telemarketing
Cooking	Mechanical Drafting	Total Quality
Counseling	Metal Fabrication	Typing
Customer Service	Microsoft	Welding
Desk Top Publishing	Word Operation	WordPerfect
Drill Press Operation		

Self-Management Skills

These are the skills you use every day to survive and to get along. These skills are often important because employers hire people who they feel will fit with the work group. Self-management skills are used to define "a good worker." Below, you will find a list of some self-management skills. Look it over and mark the skills you possess right now.

Critical Skills:

Responsible	Follow instructions
Follow instructions	Punctual
Punctual	Get along well with others
Responsible	Get things done
	Honesty

Other Adaptive Skills:

Ambitious	Learn quickly
Ask questions	Mature
Assertive	Outgoing
Assume responsibility	Patient
Competitive	Persistent
Complete assignments	Physically strong
Creative	Pleasant



Decisive
Dependable
Detail-oriented
Diplomatic
Enthusiastic
Flexible
Friendly
Highly motivated
Ingenious
Integrity
Intelligent
Inventive
Kind

Proud of doing a good job
Results-oriented
Self-motivated
Sense of direction (purpose)
Sense of humor
Sensitive
Sincere
Sociable
Tactful
Tolerant
Tough
Trusting
Understanding
Willing to learn new things

Transferable Skills

These are general skills that can be useful on a variety of jobs. They are called transferable skills because they can be transferred from one job, or even one career, to another. These skills tend to get you higher levels of responsibility and pay. Emphasize them in an interview as well as on your resume.

Meet deadlines
Public Speaking
Supervise others
Accept responsibility
Solve problems

Project planning
Budgeting
Sales
Efficiency

Other types of skills:

1. Thing skills

Sense of touch
Key boarding, typing
Manual dexterity
Gathering
Separating
Sorting
Assembling
Driving
Observing/inspecting
Operating machines
Balancing, juggling
Drawing, painting
Sewing

Weaving
Hammering
Hand Crafts
Precise tolerance or standards
Physical agility, strength
Endurance
Finishing/refinishing
Restoring
Sandblasting
Grinding
Keypunching, drilling
Modeling or remodeling



2. "People" Skills:

Caring
Comforting
Counseling
Consulting
Diplomacy
Helping others
Instructing
Interviewing
Listening
Mentoring
Negotiating
Outgoing
Mediating
Group facilitating
Communicating
Encouraging

Conflict management
Tolerance
Diversity
Conflict resolution
Respect
Empathy
Sympathy
Sensitive
Responsive
Problem solving
Negotiating
Motivating
Inspiring trust
Developing rapport
Interviewing
Inquiry

3. Dealing with data:

Analyzing
Auditing
Budgeting
Calculating/computing
Checking for accuracy
Classifying
Comparing
Compiling
Counting
Detail-oriented
Evaluating
Investigating
Financial records

Research
Financial Management
Recording facts
Synthesizing
Taking inventory
Surveying
Examining
Detail oriented
Following instructions
Financial or fiscal analysis
Cost analysis
Organizing
Problem solving

4. Using words, ideas:

Articulate
Verbal Communication
Correspondence
Brainstorming

Write clearly, concisely
Telephone skills
Imaginative
Quick thinking



Design
Edit
Inventive
Logical
Public speaking

Speech writing
Promotional writing
Advertising
Publicity
Sign Language

5. Leadership:

Competitive
Decisive
Delegate
Direct others
Influence others
Initiate new tasks
Decision making
Manage or direct others
Mediate problems
Motivate people
Negotiate agreements
Planning
Results oriented
Risk taker

Run meetings
Self-confident
Self-motivated
Solve problems
Judgment
Integrity
Coordinating
Work schedules
Results oriented
Self directed
Multi-tasking
Decisive
Goal setting
Strategic planning

6. Creative/Artistic

Artistic
Drawing
Expressive
Perform
Present artistic ideas
Dance, body movement
Visualize shapes

Designing
Model making
Handicrafts
Poetic images
Visualizing
Illustrating, sketching
Photography
Mechanical drawing

Skills Inventory

How to use the Skills Inventory: The next pages are a sample list of skills found in a cross section of careers. Circle every skill that applies to you. Jot down examples of situations in your working life that demonstrate this skill. Then try to incorporate these skills into your resume and/or cover letter. Good Luck!



administering programs	planning agendas/meetings	updating files
advising people	planning organizational needs	setting up demonstrations
analyzing data	predicting futures	sketching charts or diagrams
assembling apparatus	rehabilitating people	writing reports
auditing financial reports	organizing tasks	writing for publication
budgeting expenses	prioritizing work	expressing feelings
calculating numerical data	creating new ideas	checking for accuracy
finding information	meeting people	classifying records
handling complaints	evaluating programs	coaching individuals
handling detail work	editing work	collecting money
imagining new solutions	tolerating interruptions	compiling statistics
interpreting languages	confronting other people	inventing new ideas
dispensing information	constructing buildings	proposing ideas
adapting new procedures	coping with deadlines	investigating problems
negotiating/arbitrating conflicts	promoting events	locating missing information
speaking to the public	raising funds	dramatizing ideas
writing letters/papers/proposals	questioning others	estimating physical space
reading volumes of material	being thorough	organizing files
remembering information	coordinating schedules/times	managing people
interviewing prospective employees	running meetings	selling products
listening to others	supervising employees	teaching/instructing/training individuals
relating to the public	enduring long hours	inspecting physical objects
entertaining people	displaying artistic ideas	distributing products
deciding uses of money	managing an organization	delegating responsibility
measuring boundaries	serving individuals	mediating between people
counseling/consulting people	motivating others	persuading others
operating equipment	reporting information	summarizing information
supporting others	encouraging others	delegating responsibilities
determining a problem	defining a problem	comparing results
screening telephone calls	maintaining accurate records	drafting reports



collaborating ideas	administering medication	comprehending ideas
overseeing operations	motivating others	generating accounts
teaching/instructing/training individuals	thinking in a logical manner	making decisions
becoming actively involved	defining performance standards	resolving conflicts
analyzing problems	recommending courses of action	selling ideas
preparing written communications	expressing ideas orally to individuals or groups	conducting interviews
performing numeric analysis	conducting meetings	setting priorities
setting work/committee goals	developing plans for projects	gathering information
taking personal responsibility	thinking of creative ideas	providing discipline when necessary
maintaining a high level of activity	enforcing rules and regulations	meeting new people
developing a climate of enthusiasm, teamwork, and cooperation	interacting with people at different levels	picking out important information
creating meaningful and challenging work	taking independent action	skillfully applying professional knowledge
maintaining emotional control under stress	knowledge of concepts and principles	providing customers with service
knowledge of community/government affairs		

- 1. What types of skills do you have?**
- 2. What categories do they fall into? (Use the above article to help you decide!)**
- 3. What jobs might be a good fit for your skills?**

