

SKILLS INVENTORY



Can you articulate your marketable skills? Every experience is an opportunity to gain or fine tune a skill, no matter how small or big the task. Review the list below, and note which skills you already possess. Think about situations within your classes or co-curricular activities where you utilized that skill.

"In Demand" Skills/Qualities

- Articulate skills
- Communication skills
- Creativity
- Critical thinking
- Data mining
- Data presentation
- Desire to learn
- Interpersonal skills
- Leadership
- Organized
- Problem solving
- Professionalism
- Resiliency
- Statistical analysis
- Teamwork
- Time management
- Written communication

Communication

- Articulate information
- Edit
- Express ideas
- Facilitate group(s)
- Instruct others
- Listen attentively
- Negotiate
- Nonverbal messages
- Persuade
- Provide feedback
- Speak effectively
- Summarize results
- Write concisely

Information Management

- Compile and rank information
- Evaluate information
- Manage/organize materials
- Sort data
- Synthesize facts, concepts

Critical Thinking

- Analyze Connections
- Create Novel Situations
- Define a Problem
- Develop solutions
- Logical in thinking
- Work well with facts

Leadership

- Accept/learn from feedback
- Adhere to schedules
- Assess a course of action
- Attention to detail
- Creative
- Enforce policy
- Enlist help from others
- Gather information objectively
- Listen to opinions
- Manage money, budget
- Manage people
- Manage projects
- Manage self
- Meet goals
- Punctual
- Set and meet deadlines

Investigation/Research

- Conduct field studies
- Create ideas
- Design a model
- Explain complex data sets in simple terms
- Examine data
- Extract important data
- Gather and organize data
- Identify information sources
- Identify problems
- Lead an experiment
- Predict/ forecast
- Use statistical applications

Design or Planning

- Assess needs
- Coordinate research
- Create alternatives
- Develop evaluation strategy
- Evaluate plans or events
- Forecast needs of the group
- Plan projects with others
- Set goals/priorities
- Use Tableau to design data graphs

Administrative/Management

- Analyze tasks
- Coordinate tasks
- Counsel
- Delegate responsibility
- Facilitate meetings
- Handle details
- Make decisions
- Mediate problems
- Meet deadlines
- Motivate others
- Organize materials or data
- Plan events
- Promote change
- Sell ideas or products
- Teach/ instruct
- Time management
- Use Excel to manage data

Interpersonal

- Cooperate
- Develop rapport
- Embrace diversity
- Listen actively
- Perceive others feelings
- Provide support
- Represent others
- Resolve conflict
- Understand group dynamics

List Additional Skills: _____

YOUR TOP SKILLS

Now that you have started to evaluate your skills, consider what skills are related to your industry of interest and list a couple of them below.

- 1.
- 2.
- 3.

Keep adding to your skill set: Are there areas you would like to improve or skills you would like to gain to make yourself more competitive in your field of interest? Consider how you might gain those skills (e.g., [an elective course](#), [an internship](#)).

CREATE YOUR NARRATIVE

Develop a persuasive professional development narrative by providing evidence of your skills. Detailing an experience where you used a skill effectively will provide a concrete example of your abilities.

This information could be included in your 30-second introduction, to answer interview questions, or be listed on your LinkedIn profile.

Get Started: Think of a couple of situations (i.e. including internships, volunteering, class projects, part-time jobs, school activities, etc.) where you used the skill effectively.

STAR Method

S – Situation or (T) Task

Describe a specific situation or task (i.e., "Assigned to a team and team member wasn't pulling their weight.")

A – Action

What action did you take? ("I met with the team member in private and explained the frustration of the rest of the team asked if there was anything I could do to help.")

R – Result

What happened as a result? What was the outcome? ("We finished our project on time and got a B on the assignment.")

Use the prompts below to describe an experience when you used one of the skills above. Try using the **STAR method** to guide your description.

S/T- The situation was...

A- The action that I took included...

R- I am happy to share that the result was.....