

# What skills do you have?

## Skills survey exercise

In each space at the top of the chart provided, write down an activity or achievement. Examples have been provided in the first three spaces to illustrate how the exercise is done. Then check off the skill corresponding to the activity. This exercise will help you identify the skills you have, and consider skills you might like to develop or use in the future. Note that similar skills have been grouped into skill sets.

Data entry  
Writing essay  
Course project

### Analytical skills

Investigate		✓	✓															
Analyze		✓	✓															
Evaluate			✓															
Research		✓	✓															
Solve problems	✓		✓															
Identify needs			✓															
Observe	✓																	
Other:																		

### Artistic skills

Decorate																		
Compose		✓																
Create objects																		
Create images																		
Invent																		
Perform																		
Produce events																		
Other:																		

### Communication skills

Explain concepts or strategies		✓	✓															
Facilitate groups			✓															
Speak in public																		
Influence			✓															
Consult			✓															
Write		✓	✓															
Liaise																		
Translate or interpret																		
Edit		✓																
Other:																		

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**Creative skills**

Conceptualize		✓																	
Generate ideas		✓	✓																
Design																			
Visualize																			
Predict or forecast																			
Improvise																			
Solve problems	✓																		
Develop																			
Other:																			

**Data-management skills**

Categorize	✓																		
Manage records	✓																		
Edit or monitor	✓																		
Compile	✓																		
Classify	✓																		
Design systems	✓																		
Other:																			

**Interpersonal skills**

Advocate			✓																
Provide care																			
Mediate			✓																
Treat or nurse																			
Teach, train, or instruct																			
Advise or inform																			
Listen			✓																
Counsel																			
Promote or sell																			
Other:																			

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**Management and leadership skills**

Determine policy																			
Make decisions	✓	✓	✓																
Negotiate			✓																
Influence or persuade			✓																
Delegate			✓																
Supervise																			
Initiate or lead			✓																
Motivate																			
Other:																			

**Organizational skills**

Organize	✓	✓	✓																
Plan or arrange			✓																
Coordinate			✓																
Implement or follow through			✓																
Schedule																			
Administer																			
Prioritize tasks		✓	✓																
Other:																			

**Physical skills**

Coordinate																			
Build or construct																			
Operate equipment or machinery																			
Restore or repair																			
Cultivate or grow																			
Perform repetitious actions	✓																		
Other:																			

**Quantitative skills**

Budget																			
Calculate																			
Monitor	✓																		
Classify		✓																	
Measure																			
Synthesize																			
Test																			
Other:																			

**Technical or work-related skills**

Perform laboratory duties																			
Analyze systems																			
Draft blueprints																			
Spell medieval English																			
Analyze statistics	✓																		
Perform soil testing																			
Work on desktop publishing		✓																	
Other:																			

**Add your own skills**


**After completing the exercise**

Now you will have realized that you are much more than the title of your degree – you have a wide range of transferable skills too. The next step is to prioritize those skills. Examine your list and determine which skills you would like to use in a work setting and which one you prefer either not to use at all or to use for personal pursuits.

The final step in assessing your skills is to group the skills you would like to market to an employer. Review your list of skills and total the various categories. For instance, if you have the greatest number of skills in categories entitled interpersonal, creative, and communication, these constitute the group of skills you want to market.

