

SKILL ASSESSMENT WORKSHEET

Step 1: Identify and list your skills in the first column (at least 4)

Step 2: List all the occasions you have train in or used that skill (at least 8 total bullets)

Step 3: Review your resume to see if there is evidence of use of the skill on your resume

POSSIBLE SKILLS:

Written Communication	Creativity	Financial	Train
Verbal Communication	Plan and Organize	Administrative	Manage
Interpersonal (with others)	Analyze	Leadership	Language
Computer Software	Time Management	Research	

EXAMPLE:

1. Skills I Have	2. Where I Used or Gained That Skill	3. Evidence On Resume? (yes/no)
Computer Software (Microsoft Office)	<ul style="list-style-type: none"> • Business Communication Course • CAD Course 	
Public Speaking	<ul style="list-style-type: none"> • Presentations in Marketing Class • Campus Tour Guide 	
Interpersonal (Ability to work well with others)	<ul style="list-style-type: none"> • Member of Band • Member of Soccer Team • Group project for Spanish Class • Volunteer Project for Service Learning 	
Plan and Organize	<ul style="list-style-type: none"> • Coordinated trip for Senior Class • Planned activities as camp counselor 	

SKILL ASSESSMENT WORKSHEET**Name:**

Step 1: Identify and list your skills in the first column (at least 4)

Step 2: List all the occasions you have train in or used that skill (at least 8 total bullets)

Step 3: Review your resume to see if there is evidence of use of the skill on your resume

1. Skills I Have	2. Where I Used or Gained That Skill	3. Evidence On Resume? (yes/no)
Interpersonal	<ul style="list-style-type: none"> • Working with my boss in the cleaning services business • Helping clean customers buildings while working with my boss and one more worker 	YES
Teach and advise	<ul style="list-style-type: none"> • Helping kids and pushing then to their full potential during their games and baseball practices • Gave a culture of responsibility along with sportsmanship 	YES
Develop goals	<ul style="list-style-type: none"> • With Herbalife I was able to help customers set up their fitness plans and motivate them to achieve and attain their goals • Achieving monthly quotas for sales 	YES
Listen carefully to communication	<ul style="list-style-type: none"> • When people talk, I listen to understand not to reply • Always keep and maintain eye contact so people know I am engaged in the conversation 	NO
	<ul style="list-style-type: none"> • 	
	<ul style="list-style-type: none"> • 	

