



SKILL IDENTIFICATION EXERCISE: JOB-RELATED EXAMPLES

WARNING this is not a quick assignment, it may take 2-4 hours depending on how much practice you have with identifying your skills, strengths, and areas of improvement

1. Review the list of job-related skills below
2. Think about times or situations when you have used each skill, and note that example in the right-hand column
3. Use this worksheet to develop content for your resume, and to prepare for career fairs and interviews

| Skill | Example (job, academic and/or volunteer experience) |
|---|---|
| The ability to solve problems (related to your major or concentration if possible) | |
| Strong hands-on mechanical skills; can take things apart and put them back together | |
| Strong analytical aptitude and attention to detail | |
| The ability to apply sound professional judgment | |
| The ability to use laboratory equipment to generate data and process materials | |
| Professional communication (written and verbal) | |

| Skill | Example (job, academic and/or volunteer experience) |
|---|---|
| Effective utilization of time and resources | |
| Working as part of an effective and collaborative team | |
| Innovation and creativity; can think of new ways to make things work more efficiently | |
| Strong customer-focused attitude | |
| The ability to manage competing priorities | |
| The ability to quickly learn and apply new skills | |
| Positive attitude / work ethic | |
| Dependability, reliability, and flexibility | |

| Skill | Example (job, academic and/or volunteer experience) |
|--|---|
| Proven leadership skills | |
| Critical thinking: using logic to identify alternative solutions or approaches to problems | |
| The ability to analyze needs and product requirements to create a design or idea for a product or service that addresses those needs or requirements | |
| Naturally inquisitive; the ability to examine things and conceive of ways to make them better | |

You know at some point, someone will ask you this in networking or interviewing, so why not reflect and prepare TODAY!

| <u>STRENGTHS</u> List 3 strengths and how they show up in your academics/work | <u>WEAKNESSES</u> List 3 weakness and how you are working to overcome or improve them |
|---|---|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |