

What do you have going for you now?

Inventory Your Skills

Skills come in a variety of forms. We all have them! Skills are the things you do well and that are important to let selection committees, prospective employers or school admissions officers know about as you pursue your next steps.

We recommend learning how to pinpoint your skills -- honestly and quickly -- when you are asked, and to be able to back up your claims with examples of when you used them to accomplish something meaningful.

Because different skills are useful in different settings, it's good to get an idea of all the skills now in your possession.

It's also good to know which skills you'd like to work on, so that you can develop a strategy to do so! Which skills do you lack that are necessary for succeeding in your next steps?

Whether you are a new or an experienced professional, you've got at least two kinds of skills: Self-management and transferable.

Think about the skills you've learned before and/or during your AmeriCorps/VISTA service. Talk to a mentor, your site supervisor and colleagues about the skills you'll want to develop to be successful in your chosen field, and those they see you using during your service.

Skills Inventory Worksheet

Use the exercises here to inventory the skills **Have (H)**, skills you need to **Learn (L)** and skills you need to **Enhance (E)**.

1. Self-management skills

Certain personality traits, developed through experience and rooted in your temperament, are those you use to manage yourself. These traits affect your work habits and are usually expressed as adjectives. Then, jot a note about a time or times when you used the skill in a professional (including your service year) setting.

- | | |
|--|--|
| <input type="checkbox"/> Alert | <input type="checkbox"/> Independent |
| <input type="checkbox"/> Ambitious | <input type="checkbox"/> Kind |
| <input type="checkbox"/> Assertive | <input type="checkbox"/> Loyal |
| <input type="checkbox"/> Authentic (“real”) | <input type="checkbox"/> Mature |
| <input type="checkbox"/> Calm | <input type="checkbox"/> Motivated |
| <input type="checkbox"/> Careful | <input type="checkbox"/> Optimistic |
| <input type="checkbox"/> Cautious | <input type="checkbox"/> Orderly |
| <input type="checkbox"/> Cheerful | <input type="checkbox"/> Patient |
| <input type="checkbox"/> Conforming | <input type="checkbox"/> Persistent |
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Poised |
| <input type="checkbox"/> Determined | <input type="checkbox"/> Polite |
| <input type="checkbox"/> Dependable | <input type="checkbox"/> Prompt |
| <input type="checkbox"/> Diplomatic | <input type="checkbox"/> Resilient |
| <input type="checkbox"/> Dynamic (high-energy) | <input type="checkbox"/> Responsible |
| <input type="checkbox"/> Easy-going | <input type="checkbox"/> Self-controlled |
| <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Self-confident |
| <input type="checkbox"/> Ethical | <input type="checkbox"/> Sincere |
| <input type="checkbox"/> Fast | <input type="checkbox"/> Spontaneous |
| <input type="checkbox"/> Flexible | <input type="checkbox"/> Strong-willed |
| <input type="checkbox"/> Friendly | <input type="checkbox"/> Tactful |
| <input type="checkbox"/> Hard-working | <input type="checkbox"/> Thrifty |
| <input type="checkbox"/> Helpful | <input type="checkbox"/> Tolerant |
| <input type="checkbox"/> Honest | <input type="checkbox"/> Trustworthy |
| <input type="checkbox"/> Humorous | <input type="checkbox"/> Versatile |

Transferable skills

Skills related to performance and ability you can transfer to new situations and work environments are called transferable skills. These skills are usually expressed as verbs. Mark the appropriate skills with **H**, **L**, or **E**. Then, jot a note about a time or times when you used the skill in a professional (including your service year) setting.

Manual/Technical skills

- Assemble/Install
- Construct/Build
- Fix/Repair
- Reason mechanically
- Work with animals
- Use hand tools
- Operate machinery & equipment
- Drive vehicles
- Landscape/Garden
- Possess physical stamina
- Labor outdoors
- Use hands well

Analytical/Problem solving skills

- Analyze/Diagnose
- Research/Investigate
- Interpret data
- Classify/Organize
- Evaluate/Assess
- Write scientifically or technically
- Make logical decisions
- Analyze finances
- Reason mathematically
- Use facts
- Prioritize
- Put things into logical order

- Explore scientifically
- Use rational reasoning

Innovative/Original skills

- Use imagination to create
- Design graphically
- Use intuition
- Design programs, events
- Originate ideas
- Act/Perform
- Write creatively
- Brainstorm (think of many possibilities)
- Have artistic sense
- Draw/Design artistically
- Move creatively/Dance/Mime
- Put facts together creatively (synthesize)
- Innovate/Invent something new
- Compose music, songs, lyrics

Social/Interpersonal Skills

- Listen skillfully
- Develop rapport, understanding
- Counsel/Guide/Mentor
- Draw people out/Interview
- Instruct/Train/Educate

- Put others at ease
- Facilitate groups
- Communicate with tact
- Serve/Respond
- Advise
- Cooperate with others
- Show warmth and caring
- Support & cooperate
- Heal/Nurse/Nurture/Cure

Managing/Influencing skills

- Administer programs or resources
- Direct/Supervise
- Make business decisions
- Negotiate with others or groups
- Sell/Persuade
- Convince through force of personality
- Oversee programs, projects, activities
- Organize/Set goals
- Undertake entrepreneurial activities
- Organize and manage activities

- Exercise leadership in a group
- Take risks in public
- Negotiate deals or transactions
- Coordinate people and activities

Detail/Data skills

- Work with numerical data
- Proofread/Edit
- Inspect/Examine/Inventory
- Type/Word process
- Follow directions accurately
- Be careful and accurate
- Do math quickly and accurately
- Schedule/Organize events
- Complete details on schedule
- Keep track of data or numbers/Accounting
- Categorize/Sort
- Remember numbers or specific facts
- Attend to details
- File/Classify/Record/Retrieve