

SKILLS IDENTIFICATION WORKSHEET

It is hard to know where to start when creating a résumé. The first step is to identify your specific skills. The following worksheet will guide you in the process of identifying your skills. Circle or highlight the specific skills that you believe are your strengths. Think of ways to use these terms on your résumé.

COMMUNICATION SKILLS	CREATIVE SKILLS
explaining listening persuading speaking teaching writing	inventing designing entertaining dramatizing innovating displaying
INTERPERSONAL SKILLS	LEADERSHIP SKILLS
advising cooperating confronting greeting group facilitating interviewing negotiating	administering coordinating deciding delegating initiating managing supervising
ORGANIZATIONAL SKILLS	PROBLEM-SOLVING SKILLS
managing time prioritizing planning budgeting resources predicting	investigating researching observing locating trouble shooting asking
JUDGMENT SKILLS	MAINTENANCE SKILLS
appraising editing evaluating reviewing examining inspecting hiring and firing	compiling handling details record keeping setting up updating serving carrying out requests
INTELLECTUAL SKILLS	COPING SKILLS
abstracting conceptualizing analyzing classifying questioning	working under pressure enduring getting along with others persevering accepting criticism

(Adapted from Quick Job Hunting Map-The Beginning Version, by Richard N. Bolles and Victoria B. Zenoff)

ACTION WORDS

Reviewed
Developed
Controlled
Performed
Accomplished
Reorganized
Decreased
Initiated
Designed
Advised
Implemented
Maintained
Explained
Suggested
Adjusted
Created
Instructed
Built
Reported
Organized
Acquired
Manufactured
Lobbied
Compiled
Produced
Adapted
Planned
Modified
Determined
Augmented
Purchased
Proposed
Evaluated
Streamlined
Persuaded
Examined
Engineered
Packaged
Collected
Coached
Counseled
Estimated
Screened
Audited
Tested
Elicited
Advertised
Fired
Copyrighted
Founded
Achieved

Operated
Monitored
Generated
Revised
Supervised
Enhanced
Wrote
Debugged
Conducted
Obtained
Selected
Referred
Formulated
Enlarged
Motivated
Devised
Solved
Studied
Ordered
Led
Consolidated
Eliminated
Processed
Posted
Steered
Transcribed
Closed
Completed
Delivered
Reduced
Restored
Instituted
Diagnosed
Sold
Made
Guided
Approved
Administered
Replaced
Increased
Established
Expanded
Calculated
Directed
Supplied
Produced
Headed
Interpreted
Represented
Scheduled
Distributed

Researched
Assembled
Installed
Dispatched
Budgeted
Appraised
Lectured
Interviewed
Logged
Patented
Edited
Vended
Rescued
Managed
Negotiated
Trained
Provided
Improved
Invented
Contacted
Programmed
Taught
Discovered
Constructed
Repaired
Inspected
Cultivated
Hired
Catalogued
Inventoried
Balanced
Translated
Displayed
Presented
Identified
Designated
Coordinated
Authored
Recommended
Analyzed
Conceived
Executed
Assisted
Corresponded
Documented
Promoted
Simplified
Arranged
Recognized
Placed

