Name that Skill

Use the following exercise to begin the list of skills you’ve mastered. Write three accomplishments that gave you the most satisfaction, or that you’re most proud of, on the lines below. Then, in the middle column, list the skills you used in that enterprise. If you have a hard time identifying these skills, describe the experience to friends or family members and ask them to help you. (You’ll complete the last column later.)

|  |  |  |
| --- | --- | --- |
| **Accomplishment** | **Skills Required** | **Skills Category D, P, or T** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
|  act/perform  |  adapt to situations  |  advise people  |
|  analyze data  |  anticipate problems  |  appraise service  |
|  arrange functions  |  assemble products  |  assess situations  |
|  audit records  |  bargain/barter  |  be cost conscious  |
|  be responsible for  |  budget money  |  build  |
|  buy products/services  |  calculate numbers  |  chart information  |
|  check for accuracy  |  classify information  |  collect money  |
|  communicate  |  compare data  |  compile statistics  |
|  compute data  |  conceptualize  |  conduct  |
|  confront others  |  construct buildings  |  consult w/ others  |
|  contact others  |  contact w/ others  |  control costs  |
|  control people  |  control situations  |  converse w/ others  |
|  coordinate activities  |  cope w/ deadlines  |  copy information  |
|  correspond w/ others  |  create  |  delegate  |
|  deliver  |  demonstrate  |  design  |
|  detail  |  detect  |  determine  |
|  develop  |  direct others  |  dispense information  |
|  distribute  |  do precision work  |  do public relations work  |
|  draft  |  drive  |  edit  |
|  encourage  |  endure long hours  |  enforce  |
|  entertain  |  establish  |  estimate  |
|  evaluate  |  examine  |  exchange  |
|  exhibit  |  expand  |  expedite  |
|  explain  |  explore  |  file records  |
|  find information  |  fix/repair  |  follow directions  |
|  follow through  |  gather information  |  gather materials  |
|  generate  |  guide/lead  |  handle complaints  |
|  handle equipment  |  handle money  |  help people  |
|  illustrate  |  imagine solutions  |  implement  |
|  improve  |  improvise  |  inform people  |
|  initiate actions  |  inspect products  |  install  |
|  instruct  |  interpret data  |  interview people  |
|  invent  |  inventory  |  investigate  |
|  lead people  |  learn  |  learn quickly  |
|  liaise  |  lift (heavy)  |  lift (moderate)  |
|  listen  |  locate information  |  log information  |
|  make/create  |  make decisions  |  make policy  |
|  manage a business  |  manage people  |  measure boundaries  |
|  mediate problems  |  meet the public  |  memorize information  |
|  mentor others  |  monitor progress  |  motivate others  |
|  move materials  |  negotiate  |  nurse  |
|  nurture  |  observe  |  obtain  |
|  operate equipment  |  order goods/supplies  |  organize data  |
|  organize people  |  organize tasks  |  own/operate business  |
|  paint  |  perceive needs  |  perform routine work  |
|  persuade others  |  plan  |  plant  |
|  prepare materials  |  print  |  process information  |
|  process materials  |  produce  |  program  |
|  promote  |  protect property  |  provide maintenance  |
|  question others  |  raise money  |  read reference books  |
|  recommend  |  record data  |  recruit people  |
|  rectify  |  reduce costs  |  refer people  |
|  rehabilitate people  |  remember information  |  remove  |
|  repair  |  replace  |  report information  |
|  research  |  resolve problems  |  restore  |
|  retrieve information  |  review  |  run meetings  |
|  schedule  |  seek out  |  select  |
|  sell  |  separate  |  sequence  |
|  service customers  |  service equipment  |  set goals/objectives  |
|  set up equipment  |  set up systems  |  sew  |
|  shape  |  signal  |  size up situations  |
|  sketch  |  socialize  |  solve problems  |
|  sort  |  speak in public  |  study  |
|  supervise  |  supply  |  support  |
|  survey  |  synthesize  |  tabulate  |
|  take instructions  |  tend equipment  |  test  |
|  think ahead  |  think logically  |  tolerate interruptions  |
|  track  |  train/teach  |  transcribe  |
|  transfer  |  translate  |  travel  |
|  treat  |  troubleshoot  |  tutor  |
|  type  |  understand  |  unite people  |
|  update information  |  upgrade  |  use hand/eye coord.  |
|  use words correctly  |  verify  |  visit  |
|  visualize  |  volunteer  |  weigh  |
|  work quickly  |  write procedures  |  write promo material  |
|  write proposals  |  write reports  |  write technical work |