



Skills Assessment Worksheet

The following worksheet is designed to help you take inventory of your skills.

Technical Skills:

(Job Titles – e.g. account management, product management, sales representative, supervisor, customer relations, office management, administration, child care).

1. _____
2. _____
3. _____
4. _____
5. _____

Major Skill Areas:

General skills in a wide variety of jobs. Prioritise them and choose 3 main skill areas that are most important for the job you are presently seeking.

1. _____
2. _____
3. _____

Specific Skills:

Under each major skill area list specific tasks. Check the tasks you have performed. Prioritise them. Then add them to your worksheet.

- | | |
|----|----------|
| 1. | A. _____ |
| | B. _____ |
| | C. _____ |
| 2. | A. _____ |
| | B. _____ |
| | C. _____ |
| 3. | A. _____ |
| | B. _____ |
| | C. _____ |

Personality Traits:

What are your most marketable personality traits and self-management skills? (e.g. supportive, team worker, understanding, ability to motivate others, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____