



Career Exploration Toolkit

3. Identify Your Skills

Review the list of skills on the next page.

1. Circle all of the skills you already have.
2. Star all of the skills that you would like to develop or advance your proficiency.
3. Fill out the categories in the table below.

Look for trends in the skills you would like to use and explore careers that require your skillset.

Skills I currently have (Step 1)	Examples of how I have used this skill:
Skills I would like to develop (Step 3)	Brainstorm ways I could develop this skill:



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“IN DEMAND” SKILLS & QUALITIES

Communication skills
Creativity
Critical thinking
Data mining
Data presentation
Desire to learn
Interpersonal skills
Leadership
Organized
Problem solving
Professionalism
Resiliency
Statistical analysis
Teamwork
Time management
Written communication

COMMUNICATION

Articulate information
Express ideas
Facilitate group(s)
Instruct others
Listen attentively
Negotiate
Nonverbal communication
Persuasive
Provide feedback
Speak effectively
Summarize results
Write concisely

INFORMATION MANAGEMENT

Compile & rank information
Evaluate information
Manage/organize materials
Sort data
Synthesize facts, concepts

CRITICAL THINKING

Analyze connections
Create novel situations
Define a problem
Develop solutions
Logical in thinking
Work well with facts
Research
Interpret data

LEADERSHIP

Accept/learn from feedback
Adhere to schedules
Assess a course of action
Attention to detail
Enforce policy
Enlist help from others
Gather information objectively
Listen to opinions
Manage money, budget
Manage people
Manage projects
Manage self
Meet goals
Punctual
Set and meet deadlines
Mentor, counsel, advise
Foster development
Accommodating
Train others
Strategize solutions
Spearhead projects

INVESTIGATION & RESEARCH

Conduct field studies
Create ideas
Design a model
Examine data
Extract important data
Gather and organize data
Identify information sources
Identify problems
Lead an experiment
Predict/forecast
Use statistical applications
Measure, quantify, qualify
Code
Program
Simply explain complex data

DESIGN OR PLANNING

Assess needs
Coordinate research
Create alternatives
Develop evaluation strategy
Evaluate plans or events
Forecast needs of the group
Plan projects with others

ADMINISTRATIVE/MANAGEMENT

Analyze tasks
Coordinate tasks
Counsel
Delegate responsibility
Facilitate meetings
Handle details
Make decisions
Mediate problems
Meet deadlines
Motivate others
Organize materials or data
Plan events
Promote change
Sell ideas or products
Teach/instruct
Time management
Use Excel to manage data

INTERPERSONAL

Advocate
Cooperate
Develop rapport
Embrace diversity
Listen actively
Perceive others feelings
Provide support
Represent others
Resolve conflict
Understand group dynamics
Collaborate with others
Empathy
Mediate problems
Negotiate solutions
Empower others

OTHER SKILLS YOU POSSESS

Think of areas like management, technical, verbal, written, helping, problem solving, organization, analytical etc.
