

Identifying Your Job Skills

A skill is an ability to do something well. A job skill is an ability that helps you excel in your occupation.

Why identify your job skills?

Assessing your skills will help you determine what will make you marketable as you search for a job or plan a career. Identifying occupations that you have the abilities for can also help you earn more money. Quite often, the things you are skilled in are also the things you like to do. In a job that you enjoy, you will be inclined to do your best, and you will be likely to find the greatest fulfillment.

How can you identify your job skills?

Identifying your job skills requires you to look closely at yourself, your likes and dislikes, and your temperament. Use these tips and the skills inventory on the next page to assess your unique skill set.

- 1 Take a skills inventory.** Start with the skills inventory on the next page to assess your strengths. You also can find similar skill-assessment inventories online and in career-planning books from the library. Most college campus career centers provide in-depth self-assessments and career-counseling services.
- 2 Get feedback from others.** Sometimes we do not recognize our most marketable skills, but our abilities often stand out to others. Ask your family and friends about the skills they see in you.
- 3 List your accomplishments.** Make a list of things you have accomplished and enjoyed. You might include events you helped to organize, activities you participated in that helped people or animals, contests you won, school subjects you do well in, and creative or athletic activities that are important to you.
- 4 Match your skills with occupations.** Match your skills with career possibilities. Check out the hundreds of occupational profiles on the U.S. Bureau of Labor Statistics website or in career-planning books.

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Use this inventory and survey to help you identify your skills. First, complete the skills inventory by circling a number on the spectrum to indicate your position on each statement.

Communication Skills	strongly disagree		neutral	strongly agree	
1. I have strong oral communication skills.	1	2	3	4	5
2. I have strong written communication skills.	1	2	3	4	5
Learning and Thinking Skills	strongly disagree		neutral	strongly agree	
3. I generally learn new things quickly.	1	2	3	4	5
4. I am good at math.	1	2	3	4	5
5. I am skilled at using a computer.	1	2	3	4	5
6. I have strong research skills.	1	2	3	4	5
7. I have good problem solving and applied reasoning abilities.	1	2	3	4	5
8. I have strong critical thinking skills.	1	2	3	4	5
Social Skills	strongly disagree		neutral	strongly agree	
9. I work well with others.	1	2	3	4	5
10. I have strong leadership skills.	1	2	3	4	5
11. I get along well with customers.	1	2	3	4	5
Workplace Skills	strongly disagree		neutral	strongly agree	
12. I have strong time management skills.	1	2	3	4	5
13. I am a good planner.	1	2	3	4	5
14. I am detail oriented.	1	2	3	4	5
15. I am good at managing big projects.	1	2	3	4	5
16. I have strong manual or mechanical skills.	1	2	3	4	5
Personal Attributes	strongly disagree		neutral	strongly agree	
17. I am flexible and adaptable.	1	2	3	4	5
18. I am highly creative.	1	2	3	4	5
19. I am strongly motivated and enthusiastic.	1	2	3	4	5
20. I am very self-confident.	1	2	3	4	5

Now ask two other people—an adult and someone your own age—what skills or attributes they recognize in you. List their responses on a separate sheet of paper.

Based on the survey and the feedback you received, list your top five skills and attributes.