



Career Skills Worksheet

Your skills are critical in shaping what you want to do for work. If your skills align closely with the competencies of a role, you are more likely to experience high satisfaction with your job.

Below, you'll find 50 skills that might be important for you to use in your career. Look at the list and **ADD** additional skills, if yours aren't included. After reviewing the list and reflecting on the skills you excel in **AND** enjoy using, **identify your TOP 10 Skills** and record them in the space provided.

Event Planning	Active Listening	Delegation	Supervision	Prioritization
Time Management	Technology	Goal Setting	Innovation	Presenting
Organization	Motivating Others	Teamwork	Data Analysis	Project Execution
Written Communication	Conflict Management	Working Under Pressure	Big-Picture Thinking	Working Independently
Strategic Thinking	Teaching Others	Negotiation	Budgeting	Research
Creativity	Decision Making	Analytical Thinking	Troubleshooting	Multilingualism
Detail Oriented	Multitasking	Patience	Mathematics	Learning
Positive Attitude	Adaptability	Leadership	Customer Service	Idea Generation
Learning from Criticism	Relationship Building	Following Instructions	Verbal Communication	Reading Comprehension
Persuasion	Empathy	Public Speaking	Building Things	Problem Solving
ADD YOUR OWN	ADD YOUR OWN	ADD YOUR OWN	ADD YOUR OWN	ADD YOUR OWN

As you review the list above, consider these questions, which may help you pinpoint skills you excel in *and* enjoy using.

What kinds of activities/tasks do I seem to pick up quickly?

What kind of work gives me a sense of satisfaction—even if it's challenging?

What do others often ask for my help with?

When working on a team, what role do I typically take on?

Which skills make me feel like I'm making an impact or contributing meaningfully?

What strengths or qualities do others consistently notice or compliment me on?



TOP 10 Skills

Look at your TOP 10 Skills and narrow them down to your **TOP 5 Skills**.

TOP 5 Skills

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In the section below, list your TOP 5 Skills and write about a time when you accomplished something using that skill / a time where that skill helped you shine.

Skill	Example of Successful Use



Want to process your thoughts and ideas? Did you struggle to identify or narrow your skills? Not sure how your skills might shape your career decisions?

Meet with a Career Counselor in the CMC!

We'd love to support you as you clarify how your skills connect to your career.

