



CAREER CONNECTIONS

TEXAS WOMAN'S UNIVERSITY

SKILLS ASSESSMENT EXERCISE

Assignment goals:

One of the most common concerns that job seekers have is not having the right *skills* or *qualifications* for the job that they want. Job-hunting experts suggest that the most important thing a job seeker can do is take an *inventory* of the skills that they do have. This will help you compile a convincing portfolio, write a strong résumé, and boost your confidence in what you have to offer!

Resources:

[Skills Inventory Form](#)

[Marketable Skills list](#)

Directions:

Complete the [Skills Inventory Form](#):

Column 1: List all the Marketable skills you have. Use the [Marketable Skills](#) document or Google “Marketable skills” for inspiration.

Column 2: List all the places and/or experiences where you used that skill.

Column 3: List ways that you could demonstrate that skill to a potential employer.