

## **Skills Inventory**

## Example:

Skills I have	Where I used that skill	<i>Proof</i> of skill for potential employers
Communication	Class presentations Part-time job Internship	LinkedIn section for class presentations Strong cover letter/writing on resume
Teamwork	Group projects Part time job	Project section on resume Details of successful teamwork on bullet points under part time job

Skills I have	Where I used that skill	<i>Proof</i> of skill for potential employers

Handout adapted from UMass Lowell Career & Co-op Center: Career-Related Classroom Assignments