

Identifying Your Skills

The first step in an effective job search is for you to know what you have to offer. If you have been in employment for some time, this should be easy enough for you; recent graduates may find it a bit more difficult.

Everybody has skills, the important thing is to be able to list them and translate them into tangible benefits for potential employers.

Education is not the same as skills. While academic achievements are important, unless you are looking for a job in academia, you need other skills that will be useful to your potential employer.

So how do you identify your skills?

Below is a short list of skills, use it to fill out the skills worksheet. Note that this list is not exhaustive and you should come up with other skills that you do have.

- Plan and arrange events and activities
- Motivate others
- Assess and evaluate others' work
- Deal with obstacles and crises
- Multi-task
- Present written material
- Present material orally
- Manage time
- Repair equipment or machinery
- Handle complaints
- Coordinate fundraising activities
- Design buildings, furniture, etc.
- Manage finances
- Speak a foreign language (specify language)
- Utilize computer software (specify programs)
- Train or teach others

Identify your skills by looking at the following areas:

- Your Knowledge Skills - You've learned these in school or by experience. You use them at work or in other parts of your life.
- Your Personal Skills - These help you work and cooperate with other people. They make you productive. They are part of your personality.
- Your Experience Skills - These come from tasks or responsibilities that you've carried out. They can be transferred from job to job.

Note that your skills can come from actual work experience, voluntary activities, extracurricular activities which you carried out in school or even your hobby.

When you have finished with the skills worksheet, keep a list of your strongest skills, with examples, to be used in your resume.

SKILLS WORKSHEET

1. In the Skills column list the skill. Do not limit yourself to the ones listed above.
2. In the Example column, write examples of when you have used this skill
3. In the Skill Level column rate yourself according to your level of competency (1=highly skilled; 2=moderately skilled; 3=needs improvement).

Skill	Example (Experience(s) Where You Gained the Skill)	Skill Level