Career and Internship Services Center

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Skills Evaluation Quick Guide

Begin by making a list of all the skills and abilities you bring to your chosen career field. List skills and knowledge acquired in the classroom, on jobs (part-time, summer, or full time), during internships, and in volunteer work experiences. Work related skills can also be developed in leisure activities and hobbies. Think of your past accomplishments and the skills you used to achieve success, regardless of the setting.

Assess your skills realistically and honestly. Do not exaggerate or falsify your accomplishments and do be careful not to downplay your abilities. Your goal is to show employers what skills you have to offer and how you might apply these skills to positions in their organizations.

Through your educational and work experiences, you have developed several different types of skills. Since resumes (and interviews) focus on the skills you have to offer an employer, it is important that you identify those which you feel are your strongest assets. Below are the three basic types of skills that we all possess.

Work Content Skills include those which relate to your ability to do a particular job. These are gained through activities such as personal experience, reading, specialized training, college courses or employment. Some examples are:

Graphic Arts	Nursing Skills
Biological Terms	Statistical Analysis
C++, JAVA	Desktop Publishing
Marketing	Psychotherapy Interventions
Interior Decoration	Teaching English Grammar
News/Magazine Writing	Recreation Administration

Self Management Skills include personal strengths that are related to your personality and temperament. They determine how you will perform tasks and work within an organization. You normally acquire these skills in your early years from family, peers, and school. They are further developed as you gain more education and work experience. The following is a list of self-management skills in which employers would be interested:

Decision-making Ability	Patience	Dependability
Orderliness	Enthusiasm	Persistence
High energy level	Cooperativeness	Attention to detail
Self Confidence	Honesty	Assertiveness
Ability to work under pressure	Flexibility	Optimism
Willingness to take initiative	Loyalty	Sense of humor
Ability to maintain confidentiality	Risk taking	Tact
Reliability	Resourcefulness	Punctuality

As you develop your own list, recall words people have used to describe you. Also think of compliments that family, friends, and colleagues may have given you about some of your personal characteristics.

Transferable Skills are skills which can be applied in a wide variety of work settings. You develop them from experience, education, and training. Our abilities determine how well we can learn and master a skill, but we all have the ability to improve our skills. Some examples are:

Communication	**Managerial**	**Manual/Physical**
Writing Ability	Ability to organize	Mechanical reasoning
Group presentation	Attention to detail	Construction skills
Ability to persuade	Time management	Manual dexterity
Sales and selling	Decision-making	Operating equipment
Ability to negotiate	Delegating	
Ability to listen		

Investigative	**Numerical**	**Work with Others**
Research ability	Budgeting ability	Supervise
Scientific curiosity	Ability to manipulate data	Instruct/train
Ability to define problems	Quantitative problem solving	Coach
Ability to solve problems		Advise

Social-Interpersonal	**Creative**
Socially at ease	Artistic
Work will with group	Imaginative with things
Deal effectively with group	Imaginative with ideas
Deal effectively with public	
Able to take criticism	

Functional Areas

Administration	Designing	Office Support
Analysis	Editing	Operations Analysis
Auditing	Evaluation	Planning
Communications	Financial Planning/ Analysis	Problem Solving
Community Organizing	Forecasting	Program Development
Computer Use	Fund Raising	Program Analysis
Consulting	Human Resource Management	Project Coordination
Contract Administration	Interpreting	Project Management
Coordination	Interviewing	Public Speaking
Counseling	Inventory Control	Quality Control/Assurance
Curriculum Development	Management	Record Keeping
Customer Relations/Service	Marketing	Systems Analysis/Design
Data Analysis	Media Relations	Training
Data Collection	Negotiation	Technical Writing

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