

# STRENGTHS AND SKILLS

## THREE TYPES OF SKILLS

Identifying your strengths and skills is a vital part of preparing to sell yourself to an employer. Before you can develop a resumé or handle a job interview, you need to outline the positive traits and abilities which you have to offer. To help highlight your strengths, try dividing them into the following three categories:

### Special Knowledge Skills

- When your skills are technical or require particular knowledge related to a specific position, they are referred to as special knowledge skills. For example, a Computer Programmer might identify particular computer skills, such as UNIX, BASIC or "C" Programming Languages, while a Secretary might cite typing 65 wpm.
- Skills demonstrating mastery of a particular body of knowledge related to a specific type of work are also special knowledge skills. A Fab Operator or Technician could highlight knowledge of clean room procedures or Statistical Process Control, whereas a Building Inspector might know city and county building codes.

### Personal Qualities

- Personal qualities are those positive traits which you bring with you into any environment. For example, enthusiasm, flexibility, a sense of humor and dependability are all valuable personal qualities. Your specific traits can greatly enhance you as a candidate for a prospective job.

### Transferable Skills

- Transferable skills are those abilities gained from one experience that can be used in other industries or jobs, such as planning, organizing, negotiating, motivating others, attention to detail and following written instructions. Most often these take the form of ACTION words.

## SPECIAL KNOWLEDGE SKILLS

*Identify your special knowledge skills. List every job-related skill you can think of without worrying that you are being overly specific or mentioning the obvious. Later you can prioritize and, if necessary, omit.*

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

STRENGTHS AND SKILLS

PERSONAL QUALITIES

Place a check mark by those qualities which best represent you.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> methodical           | <input type="checkbox"/> safety conscious         | <input type="checkbox"/> observant      |
| <input type="checkbox"/> punctual             | <input type="checkbox"/> helpful                  | <input type="checkbox"/> motivated      |
| <input type="checkbox"/> purposeful           | <input type="checkbox"/> honest                   | <input type="checkbox"/> efficient      |
| <input type="checkbox"/> tolerant             | <input type="checkbox"/> hard-working             | <input type="checkbox"/> organized      |
| <input type="checkbox"/> loyal                | <input type="checkbox"/> articulate               | <input type="checkbox"/> sincere        |
| <input type="checkbox"/> produce quality work | <input type="checkbox"/> willing to work overtime | <input type="checkbox"/> flexible       |
| <input type="checkbox"/> enthusiastic         | <input type="checkbox"/> artistic                 | <input type="checkbox"/> work quickly   |
| <input type="checkbox"/> show leadership      | <input type="checkbox"/> work well under pressure | <input type="checkbox"/> reliable       |
| <input type="checkbox"/> serious              | <input type="checkbox"/> learn quickly            | <input type="checkbox"/> sense of humor |
| <input type="checkbox"/> responsible          | <input type="checkbox"/> knowledgeable            | <input type="checkbox"/> sensitive      |
| <input type="checkbox"/> resourceful          | <input type="checkbox"/> positive attitude        | <input type="checkbox"/> cooperative    |
| <input type="checkbox"/> professional         | <input type="checkbox"/> charismatic              | <input type="checkbox"/> dependable     |
| <input type="checkbox"/> careful              | <input type="checkbox"/> calm                     | <input type="checkbox"/> perceptive     |
| <input type="checkbox"/> mature               | <input type="checkbox"/> cheerful                 | <input type="checkbox"/> patient        |
| <input type="checkbox"/> considerate          | <input type="checkbox"/> outgoing                 | <input type="checkbox"/> thorough       |
| <input type="checkbox"/> committed            | <input type="checkbox"/> confident                | <input type="checkbox"/> conscientious  |
| <input type="checkbox"/> consistent           | <input type="checkbox"/> creative                 | <input type="checkbox"/> decisive       |
| <input type="checkbox"/> dedicated            | <input type="checkbox"/> diligent                 | <input type="checkbox"/> disciplined    |
| <input type="checkbox"/> dynamic              | <input type="checkbox"/> easy-going               | <input type="checkbox"/> energetic      |
| <input type="checkbox"/> enterprising         | <input type="checkbox"/> friendly                 | <input type="checkbox"/> goal-directed  |
| <input type="checkbox"/> good-natured         | <input type="checkbox"/> imaginative              | <input type="checkbox"/> independent    |
| <input type="checkbox"/> industrious          | <input type="checkbox"/> innovative               | <input type="checkbox"/> insightful     |
| <input type="checkbox"/> intelligent          | <input type="checkbox"/> straightforward          | <input type="checkbox"/> open-minded    |

Now select six of your strongest personal qualities which you believe would most favorably impress an employer for your targeted job.

_____	_____	_____
_____	_____	_____

## STRENGTHS AND SKILLS

### TRANSFERABLE SKILLS

Place a check mark beside those words on the next three pages which best describe your transferable skills, the abilities which you gained from past work or other life experience which can transfer to new industries or jobs. You may want to place an asterisk \* by the skills most valuable to your targeted job objective.

#### RESEARCH

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> analyzing     | <input type="checkbox"/> extrapolating | <input type="checkbox"/> reading         |
| <input type="checkbox"/> ascertaining  | <input type="checkbox"/> evaluating    | <input type="checkbox"/> receiving       |
| <input type="checkbox"/> clarifying    | <input type="checkbox"/> gathering     | <input type="checkbox"/> researching     |
| <input type="checkbox"/> collecting    | <input type="checkbox"/> identifying   | <input type="checkbox"/> reviewing       |
| <input type="checkbox"/> critiquing    | <input type="checkbox"/> inspecting    | <input type="checkbox"/> surveying       |
| <input type="checkbox"/> deciding      | <input type="checkbox"/> interpreting  | <input type="checkbox"/> synthesizing    |
| <input type="checkbox"/> diagnosing    | <input type="checkbox"/> interviewing  | <input type="checkbox"/> systematizing   |
| <input type="checkbox"/> examining     | <input type="checkbox"/> investigating | <input type="checkbox"/> summarizing     |
| <input type="checkbox"/> experimenting | <input type="checkbox"/> isolating     | <input type="checkbox"/> troubleshooting |
| <input type="checkbox"/> extracting    | <input type="checkbox"/> organizing    | <input type="checkbox"/> writing         |
- 

#### FINANCIAL

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> accounting    | <input type="checkbox"/> budgeting       | <input type="checkbox"/> managing       |
| <input type="checkbox"/> adjusting     | <input type="checkbox"/> calculating     | <input type="checkbox"/> planning       |
| <input type="checkbox"/> administering | <input type="checkbox"/> computing       | <input type="checkbox"/> preparing      |
| <input type="checkbox"/> allocating    | <input type="checkbox"/> consolidating   | <input type="checkbox"/> projecting     |
| <input type="checkbox"/> analyzing     | <input type="checkbox"/> depositing      | <input type="checkbox"/> reconciling    |
| <input type="checkbox"/> appraising    | <input type="checkbox"/> detail-oriented | <input type="checkbox"/> record-keeping |
| <input type="checkbox"/> auditing      | <input type="checkbox"/> developing      | <input type="checkbox"/> researching    |
| <input type="checkbox"/> balancing     | <input type="checkbox"/> estimating      | <input type="checkbox"/> resolving      |
| <input type="checkbox"/> bookkeeping   | <input type="checkbox"/> forecasting     | <input type="checkbox"/> solving        |
- 

#### CREATIVE

- |  |                                       |                                       |
|--|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> abstracting     | <input type="checkbox"/> establishing | <input type="checkbox"/> perceiving   |
| <input type="checkbox"/> acting          | <input type="checkbox"/> fashioning   | <input type="checkbox"/> performing   |
| <input type="checkbox"/> conceptualizing | <input type="checkbox"/> founding     | <input type="checkbox"/> painting     |
| <input type="checkbox"/> constructing    | <input type="checkbox"/> generating   | <input type="checkbox"/> planning     |
| <input type="checkbox"/> creating        | <input type="checkbox"/> illustrating | <input type="checkbox"/> playing      |
| <input type="checkbox"/> customizing     | <input type="checkbox"/> imagining    | <input type="checkbox"/> revitalizing |
| <input type="checkbox"/> designing       | <input type="checkbox"/> innovating   | <input type="checkbox"/> sculpting    |
| <input type="checkbox"/> developing      | <input type="checkbox"/> instituting  | <input type="checkbox"/> shaping      |
| <input type="checkbox"/> directing       | <input type="checkbox"/> integrating  | <input type="checkbox"/> sharing      |
| <input type="checkbox"/> discovering     | <input type="checkbox"/> introducing  | <input type="checkbox"/> singing      |
| <input type="checkbox"/> discriminating  | <input type="checkbox"/> inventing    | <input type="checkbox"/> synthesizing |
| <input type="checkbox"/> dramatizing     | <input type="checkbox"/> memorizing   | <input type="checkbox"/> visualizing  |
| <input type="checkbox"/> drawing         | <input type="checkbox"/> originating  | <input type="checkbox"/> writing      |
-

## STRENGTHS AND SKILLS

### TECHNICAL / MANUAL

- |                                      |  |                                      |
|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> assembling  | <input type="checkbox"/> fabricating         | <input type="checkbox"/> programming |
| <input type="checkbox"/> bending     | <input type="checkbox"/> feeding             | <input type="checkbox"/> pulling     |
| <input type="checkbox"/> binding     | <input type="checkbox"/> fixing              | <input type="checkbox"/> punching    |
| <input type="checkbox"/> building    | <input type="checkbox"/> grinding            | <input type="checkbox"/> remodeling  |
| <input type="checkbox"/> calculating | <input type="checkbox"/> handling            | <input type="checkbox"/> repairing   |
| <input type="checkbox"/> computing   | <input type="checkbox"/> installing          | <input type="checkbox"/> setting-up  |
| <input type="checkbox"/> controlling | <input type="checkbox"/> lifting             | <input type="checkbox"/> shipping    |
| <input type="checkbox"/> cutting     | <input type="checkbox"/> maintaining         | <input type="checkbox"/> solving     |
| <input type="checkbox"/> delivering  | <input type="checkbox"/> making              | <input type="checkbox"/> sorting     |
| <input type="checkbox"/> designing   | <input type="checkbox"/> manipulating        | <input type="checkbox"/> tending     |
| <input type="checkbox"/> devising    | <input type="checkbox"/> moving              | <input type="checkbox"/> testing     |
| <input type="checkbox"/> diagnosing  | <input type="checkbox"/> operating machinery | <input type="checkbox"/> typing      |
| <input type="checkbox"/> drilling    | <input type="checkbox"/> operating tools     | <input type="checkbox"/> upgrading   |
| <input type="checkbox"/> driving     | <input type="checkbox"/> overhauling         | <input type="checkbox"/> weighing    |
| <input type="checkbox"/> engineering | <input type="checkbox"/> packing             |                                      |
- 

### DETAIL / CLERICAL

- |                                       |  |  |
|---------------------------------------|--|--|
| <input type="checkbox"/> approving    | <input type="checkbox"/> enforcing         | <input type="checkbox"/> preparing     |
| <input type="checkbox"/> arranging    | <input type="checkbox"/> executing         | <input type="checkbox"/> processing    |
| <input type="checkbox"/> cataloguing  | <input type="checkbox"/> extracting        | <input type="checkbox"/> proof-reading |
| <input type="checkbox"/> checking     | <input type="checkbox"/> facilitating      | <input type="checkbox"/> purchasing    |
| <input type="checkbox"/> classifying  | <input type="checkbox"/> filing            | <input type="checkbox"/> recording     |
| <input type="checkbox"/> collating    | <input type="checkbox"/> following-through | <input type="checkbox"/> responding    |
| <input type="checkbox"/> collecting   | <input type="checkbox"/> generating        | <input type="checkbox"/> retaining     |
| <input type="checkbox"/> comparing    | <input type="checkbox"/> implementing      | <input type="checkbox"/> retrieving    |
| <input type="checkbox"/> compiling    | <input type="checkbox"/> inspecting        | <input type="checkbox"/> tabulating    |
| <input type="checkbox"/> copying      | <input type="checkbox"/> inventorying      | <input type="checkbox"/> screening     |
| <input type="checkbox"/> detecting    | <input type="checkbox"/> logging           | <input type="checkbox"/> specifying    |
| <input type="checkbox"/> dissecting   | <input type="checkbox"/> monitoring        | <input type="checkbox"/> systematizing |
| <input type="checkbox"/> dispatching  | <input type="checkbox"/> operating         | <input type="checkbox"/> transcribing  |
| <input type="checkbox"/> dispensing   | <input type="checkbox"/> organizing        | <input type="checkbox"/> validating    |
| <input type="checkbox"/> distributing |  |  |
- 

### HELPING

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> adjusting     | <input type="checkbox"/> directing     | <input type="checkbox"/> observing      |
| <input type="checkbox"/> assessing     | <input type="checkbox"/> educating     | <input type="checkbox"/> referring      |
| <input type="checkbox"/> attending     | <input type="checkbox"/> expediting    | <input type="checkbox"/> rehabilitating |
| <input type="checkbox"/> caring        | <input type="checkbox"/> facilitating  | <input type="checkbox"/> relating       |
| <input type="checkbox"/> clarifying    | <input type="checkbox"/> familiarizing | <input type="checkbox"/> rendering      |
| <input type="checkbox"/> classifying   | <input type="checkbox"/> guiding       | <input type="checkbox"/> representing   |
| <input type="checkbox"/> coaching      | <input type="checkbox"/> leading       | <input type="checkbox"/> servicing      |
| <input type="checkbox"/> counseling    | <input type="checkbox"/> listening     | <input type="checkbox"/> speaking       |
| <input type="checkbox"/> demonstrating | <input type="checkbox"/> mentoring     | <input type="checkbox"/> team-work      |
| <input type="checkbox"/> diagnosing    | <input type="checkbox"/> motivating    | <input type="checkbox"/> understanding  |
-