

Skills Articulation Worksheet

Knowing your abilities, knowledge and skills is an important component of your work search.

Use the worksheet to:

- Think about your skills overall or for considering each experience / job you've had and what skills you got from it,
- Reflect on and rate: whether or not you have a skill (using a check mark in the 1st column section), or how much you have used a skill (2nd section – 'Never, 'Some' or 'A lot').
- Identifying a top skill in each skill category (eg. Analytical) and then write an
- example of where and how you used it. Also optional, note a skill you want to improve in each category of skills.
- Create a list of skills action verbs for use in finding the right skills vocabulary for a resume or cover letter.

Skills Articulation |

ANALYTICAL					
<i>Logical gathering and processing of information and data to produce useful results that solve a problem</i>					
Skills that I have:	I have used this skill:			Skill I want to use in my future career:	
	Never	Some	A lot		
Analyze				Concrete example of how I might use this skill in my career:	
Assess					
Evaluate solutions					
Interpret					
Investigate problems					
Observe					
Propose solutions					
Research- Lab/experimental					Skill I'd like to improve on:
Research- Library/online					
Research- Interview					
Troubleshoot					
Advanced					
Critical thinking					
Embraces experimentation					
Inquisitive mindset					
Identifying patterns					
Multi-Disciplinary mindset					
Outside of the box thinking					
Synthesizing ideas					

COMMUNICATION

Fundamental verbal and written communication with individuals and groups

Skills that I have:	I have used this skill:			Skill I want to use in my future career:	
	Never	Some	A lot		
Explain/clarify				Concrete example of how I might use this skill in my career:	
Influence/persuade					
Interview					
Multilingual					
Negotiate					
Public speaking					
Read					
Social media tools					Skill I'd like to improve on:
Translate					
Write/edit					
Advanced					
Active Listening					

CREATIVE

Process, generate and connect ideas and information in original or imaginative ways

Skills that I have:	I have used this skill:			Skill I want to use in my future career:	
	Never	Some	A lot		
Compose				Concrete example of how I might use this skill in my career:	
Decorate					
Design					
Draft					
Draw/paint					
Generate new ideas					
Innovate					Skill I'd like to improve on:
Perform					
Photograph					

ENTREPRENEURIAL

Skills relating to initiating and running of an enterprise

Skills that I have:	I have used this skill:			Skill I want to use in my future career:
	Never	Some	A lot	
Accounting				Concrete example of how I might use this skill in my career:
Business planning/proposals				
Financial analysis				
Market analysis				
Marketing strategy				
Raising capital/funding				
Sell/promote				
Advanced				
Close deals				
Envision				
Foresight				
Form strategic alliances				
Open to opportunities				
Risk management				
Willing to risk, fail and learn				

LEADERSHIP

The use of organizational, managerial and directive skills to accomplish group goals

Skills that I have:	I have used this skill:			Skill I want to use in my future career:
	Never	Some	A lot	
Adapt to new situations				Concrete example of how I might use this skill in my career:
Administer				
Coordinate				
Decide				
Delegate				
Implement				
Initiate/set goals				
Learn from mistakes				
Organize/plan				Skill I'd like to improve on:
Prioritize/time manage				
Schedule				

PHYSICAL

Practical, hands-on activities that produce tangible results

Skills that I have:	I have used this skill:			Skill I want to use in my future career:
	Never	Some	A lot	
Assemble/disassemble				Concrete example of how I might use this skill in my career:
Athleticism				
Construct/build				
Transport				
Farm/cultivate				
Prepare food				
				Skill I'd like to improve on:

PROJECT MANAGEMENT

Apply methods, techniques, skills and knowledge to achieve specific and measurable goals

Skills that I have:	I have used this skill:			Skill I want to use in my future career:
	Never	Some	A lot	
Adhere to timelines				Concrete example of how I might use this skill in my career:
Assess results				
Coordinate				
Monitor progress				
Plan/strategize				
Project management software				
Refine/improve				
Set goals				
Understand objectives				
Advanced				
Continuous improvement mindset				
Leveraging others' skills				

SOCIAL					
<i>Relate, interact and communicate with others to assist and make positive impacts on individuals and society</i>					
Skills that I have:	I have used this skill:			Skill I want to use in my future career:	
	Never	Some	A lot		
Advise				Concrete example of how I might use this skill in my career:	
Advocate					
Coach					
Counsel					
Liaise					
Manage/supervise					
Mediate					
Motivate					
Recruit					Skill I'd like to improve on:
Serve clients					
Teach/train					
Treat/nurse					
Advanced					
Socially astute / savvy					

QUANTITATIVE					
<i>Manage, manipulate and apply numerical information</i>					
Skills that I have:	I have used this skill:			Skill I want to use in my future career:	
	Never	Some	A lot		
Budget				Concrete example of how I might use this skill in my career:	
Calculate					
Classify					
Estimate					
Measure					
Monitor					
Record					
Survey					Skill I'd like to improve on:
Verify					