

Skills Articulation Worksheet

This worksheet can be used in many ways. First, you can think about your skills overall or consider each experience / job you've had and what skills you got from it, using a different colour of pen for each to fill out the form.

Whatever above approach you decide to use, next 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'). You can also take the option to select a top skill in each skill category (eg. Quantitative) 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.

You can also use this worksheet as a list of skills action verbs for use in finding the right skills vocabulary for a resume or cover letter.

QUANTITATIVE

Manage, manipulate and apply numerical information

<input checked="" type="checkbox"/> Skills that I have:	I have used this skill:			Chosen skill: _____
	Never	Some	A lot	
<input type="checkbox"/> Budget				Example of where I have use this skill: Skill to improve: _____
<input type="checkbox"/> Calculate				
<input type="checkbox"/> Classify				
<input type="checkbox"/> Estimate				
<input type="checkbox"/> Measure				
<input type="checkbox"/> Monitor				
<input type="checkbox"/> Record				
<input type="checkbox"/> Survey				
<input type="checkbox"/> Verify				

SOCIAL

Relate, interact and communicate with others to assist and make positive impacts on individuals and society

<input checked="" type="checkbox"/> Skills that I have:	I have used this skill:			Chosen skill: _____
	Never	Some	A lot	
<input type="checkbox"/> Advise				Example of where I have use this skill:
<input type="checkbox"/> Advocate				
<input type="checkbox"/> Coach				
<input type="checkbox"/> Counsel				
<input type="checkbox"/> Liaise				

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<input type="checkbox"/> Manage/supervise				Skill to improve: _____
<input type="checkbox"/> Mediate				
<input type="checkbox"/> Motivate				
<input type="checkbox"/> Recruit				
<input type="checkbox"/> Serve clients				
<input type="checkbox"/> Teach/train				
<input type="checkbox"/> Treat/nurse				
ADVANCED:				
<input type="checkbox"/> <i>Socially astute / saavy</i>				

COMMUNICATION					
<i>Fundamental verbal and written communication with individuals and groups</i>					
<input checked="" type="checkbox"/> Skills that I have:	I have used this skill:				
	Never	Some	A lot		
<input type="checkbox"/> Explain/clarify				Chosen skill: _____	
<input type="checkbox"/> Influence/persuade					
<input type="checkbox"/> Interview				Example of where I have use this skill:	
<input type="checkbox"/> Multilingual					
<input type="checkbox"/> Negotiate					
<input type="checkbox"/> Public speaking					
<input type="checkbox"/> Read					
<input type="checkbox"/> Social media tools					
<input type="checkbox"/> Translate					
<input type="checkbox"/> Write/edit					
ADVANCED:					Skill to improve: _____
<input type="checkbox"/> <i>Active Listening</i>					

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TEAMWORK/COLLABORATION				
<i>Efficient and effective, goal focused activity performed in groups</i>				
<input checked="" type="checkbox"/> Skills that I have:	I have used this skill:			Chosen skill: _____
	Never	Some	A lot	
<input type="checkbox"/> Accept feedback				Example of where I have use this skill:
<input type="checkbox"/> Build relationships				
<input type="checkbox"/> Display integrity				
<input type="checkbox"/> Harmonize with others				
<input type="checkbox"/> Learn from others				
<input type="checkbox"/> Manage conflict				
<input type="checkbox"/> Provide feedback				
<input type="checkbox"/> Share information				
<input type="checkbox"/> Support team efforts				
<input type="checkbox"/> Value diversity				
ADVANCED:				Skill to improve: _____
<input type="checkbox"/> <i>Networking</i>				

CREATIVE				
<i>Process, generate and connect ideas and information in original or imaginative ways</i>				
<input checked="" type="checkbox"/> Skills that I have:	I have used this skill:			Chosen skill: _____
	Never	Some	A lot	
<input type="checkbox"/> Compose				Example of where I have use this skill:
<input type="checkbox"/> Decorate				
<input type="checkbox"/> Design				
<input type="checkbox"/> Draft				
<input type="checkbox"/> Draw/paint				
<input type="checkbox"/> Generate new ideas				
<input type="checkbox"/> Innovate				
<input type="checkbox"/> Perform				
<input type="checkbox"/> Photograph				

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ENTREPRENEURIAL				
<i>Skills relating to initiating and running of an enterprise</i>				
<input checked="" type="checkbox"/> Skills that I have:	I have used this skill:			Chosen skill: _____
	Never	Some	A lot	
<input type="checkbox"/> Accounting				Example of where I have use this skill:
<input type="checkbox"/> Business planning/proposals				
<input type="checkbox"/> Financial analysis				
<input type="checkbox"/> Market analysis				
<input type="checkbox"/> Marketing strategy				
<input type="checkbox"/> Raising capital/funding				
<input type="checkbox"/> Sell/promote				
ADVANCED:				
<input type="checkbox"/> <i>Close deals</i>				
<input type="checkbox"/> <i>Envision</i>				
<input type="checkbox"/> <i>Foresight</i>				
<input type="checkbox"/> <i>Form strategic alliences</i>				
<input type="checkbox"/> <i>Open to opportunities</i>				
<input type="checkbox"/> <i>Risk management</i>				
<input type="checkbox"/> <i>Willing to risk, fail and learn</i>				

LEADERSHIP				
<i>The use of organizational, managerial and directive skills to accomplish group goals</i>				
<input checked="" type="checkbox"/> Skills that I have:	I have used this skill:			Chosen skill: _____
	Never	Some	A lot	
<input type="checkbox"/> Adapt to new situations				Example of where I have use this skill:
<input type="checkbox"/> Administer				
<input type="checkbox"/> Coordinate				
<input type="checkbox"/> Decide				
<input type="checkbox"/> Delegate				
<input type="checkbox"/> Implement				
<input type="checkbox"/> Initiate/set goals				
<input type="checkbox"/> Learn from mistakes				
<input type="checkbox"/> Organize/plan				Skill to improve: _____
<input type="checkbox"/> Prioritize/time manage				
<input type="checkbox"/> Schedule				

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PROJECT MANAGEMENT				
<i>Apply methods, techniques, skills and knowledge to achieve specific and measurable goals</i>				
<input checked="" type="checkbox"/> Skills that I have:	I have used this skill:			Chosen skill: _____ Example of where I have use this skill: Skill to improve: _____
<input type="checkbox"/> Adhere to timelines	Never	Some	A lot	
<input type="checkbox"/> Assess results				
<input type="checkbox"/> Coordinate				
<input type="checkbox"/> Monitor progress				
<input type="checkbox"/> Plan/strategize				
<input type="checkbox"/> Project management software				
<input type="checkbox"/> Refine/improve				
<input type="checkbox"/> Set goals				
<input type="checkbox"/> Understand objectives				
ADVANCED:				
<input type="checkbox"/> <i>Continuous improvement mindset</i>				
<input type="checkbox"/> <i>Leveraging others' skills</i>				

PHYSICAL				
<i>Practical, hands-on activities that produce tangible results</i>				
<input checked="" type="checkbox"/> Skills that I have:	I have used this skill:			Chosen skill: _____ Example of where I have use this skill: Skill to improve: _____
<input type="checkbox"/> Assemble/disassemble	Never	Some	A lot	
<input type="checkbox"/> Athleticism				
<input type="checkbox"/> Construct/build				
<input type="checkbox"/> Transport				
<input type="checkbox"/> Farm/cultivate				
<input type="checkbox"/> Prepare food				

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ANALYTICAL				
<i>Logical gathering and processing of information and data to produce useful results that solve a problem</i>				
<input checked="" type="checkbox"/> Skills that I have:	I have used this skill:			Chosen skill: _____
	Never	Some	A lot	
<input type="checkbox"/> Analyze				Example of where I have use this skill:
<input type="checkbox"/> Assess				
<input type="checkbox"/> Evaluate solutions				
<input type="checkbox"/> Interpret				
<input type="checkbox"/> Investigate problems				
<input type="checkbox"/> Observe				
<input type="checkbox"/> Propose solutions				
<input type="checkbox"/> Research- Lab/experimental				
<input type="checkbox"/> Research- Library/online				
<input type="checkbox"/> Research- Interview				
<input type="checkbox"/> Troubleshoot				
ADVANCED:				
<input type="checkbox"/> <i>Critical thinking</i>				
<input type="checkbox"/> <i>Embraces experimentation</i>				
<input type="checkbox"/> <i>Inquisitive mindset</i>				
<input type="checkbox"/> <i>Identifying patterns</i>				
<input type="checkbox"/> <i>Multi-Disciplinary mindset</i>				
<input type="checkbox"/> <i>Outside of the box thinking</i>				
<input type="checkbox"/> <i>Synthesizing ideas</i>				

TECHNICAL				
<i>Use computer, software, laboratory and other specialized technologies</i>				
<input checked="" type="checkbox"/> Skills that I have:	I have used this skill:			Chosen skill: _____
	Never	Some	A lot	
<input type="checkbox"/> Inspect				Example of where I have use this skill:
<input type="checkbox"/> Install				
<input type="checkbox"/> Program				
<input type="checkbox"/> Repair				
<input type="checkbox"/> Test				
<input type="checkbox"/> Specific Lab/Technical skills: _____ _____ _____				

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<input type="checkbox"/> Specific Software skills: _____ _____ _____				Skill to improve: _____
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SELF-MANAGEMENT				
<i>Management of or by oneself; the taking of responsibility for one's own behaviour and well-being</i>				
<input checked="" type="checkbox"/> Skills that I have:	I have used this skill:			Chosen skill: _____
	Never	Some	A lot	
<input type="checkbox"/> Adapt to new situations				Example of where I have use this skill:
<input type="checkbox"/> Decide				
<input type="checkbox"/> Initiate/set goals				
<input type="checkbox"/> Learn from mistakes				
<input type="checkbox"/> Organize/plan				
<input type="checkbox"/> Prioritize/time manage				
ADVANCED:				
<input type="checkbox"/> <i>Comfortable with uncertainty</i>				Skill to improve: _____
<input type="checkbox"/> <i>Lifelong learning</i>				
<input type="checkbox"/> <i>Tenacity / Persistence</i>				