

Skills and Experiences

INSTRUCTIONS: In the spaces below, please list the skills that you have gained from your previous experiences (jobs, volunteer opportunities, managing a household etc.) You do not need to list 10 for each option but use these as an opportunity to brainstorm the different skills you have obtained to select the right industry and to make updates to your resume.

CUSTOMER: _____ **DATE:** _____

Technical Skills



Abilities and knowledge needed to perform a specific task

Examples: Programming Language, Mechanical Equipment, Tools, Medical Equipment, Project Management, Digital Marketing

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Soft Skills



Personal attributes, personality traits, inherent social cues, and communication abilities

Examples: Adaptability, Creative Thinking, Work Ethic, Time Management, Motivation

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Transferable Skills



Abilities you can transfer from one job to another

Examples: Communication, Critical Thinking, Multitasking, Teamwork, Creativity, Leadership

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____