



SKILLS ASSESSMENT EXERCISE

Assignment goals:

One of the most common concerns that job seekers have is not having the right *skills* or *qualifications* for the job that they want. Job-hunting experts suggest that the most important thing a job seeker can do is take an *inventory* of the skills that they do have. This will help you compile a convincing portfolio, write a strong résumé, and boost your confidence in what you have to offer!

Resources for student use:

Skills Inventory Form (pdf)

Transferable Skills List (pdf)

Directions:

Complete the Skills Inventory Form:

Column 1: List all the transferrable skills you have. Consult the Transferable Skills List or Google “transferrable skills” for inspiration.

Column 2: List all the places and/or experiences where you used that skill.

Column 3: List ways that you could demonstrate that skill to a potential employer.

Additional Career & Co-op Center resources for faculty and/or student use:

- In-class Career Counselor administration of SkillScan assessment