



## **SKILLS INVENTORY**

Use this checklist to highlight the skills you possess. Feel free to add your own skills not on the list at the bottom. Once you have identified the skills, review the list and note any clusters of skills.

For each item, think of a real example of how you used it successfully. Then identify the skills you enjoy using. These are your strengths and they are important to use when defining who you are and what makes you special. Finally, turn the page over and use the chart to expand on your top five skills and strengths.

### **Hands-on and physical**

- Coordination
- Outdoor skills
- Athleticism
- Strength
- Stamina and endurance
- Agility
- Constructing and building
- Handling materials with care
- Cooking
- Installing
- Operating tools and machinery
- Producing
- Repairing and restoring
- Gardening
- Designing

### **Communication**

- Clear speaking communication

- Clear business writing communication
- Clear creative writing communication
- Persuading
- Defining terms for audiences
- Editing
- Interviewing
- Summarizing
- Public speaking for large groups
- Reading for meaning
- Reading for summarizing
- Language proficiencies
- Follow-through
- Attention to detail

### **Leadership and influencing skills**

- Relating well with others

- Building teams and alliances
- Negotiating agreements
- Settling disagreements
- Competition
- Selling and promoting ideas
- Managing yourself
- Organization
- Setting priorities
- Identifying direction
- Working without supervision or independently
- Accepting responsibility
- Delegating
- Monitoring progress
- Managing meetings and conferences
- Identifying problems and solutions
- Managing up and down an organization



<b>Top 5 skills and strengths</b>	<b>Describe an experience in which you demonstrated your expertise in this skill or strength</b>	<b>How did you gain this skill or strength?</b>
<b>Example:</b> Collaboration	I worked in a team of three interns to research insulin-administration techniques in people with diabetes during an internship at OHSU last summer.	<input type="checkbox"/> Education <input type="checkbox"/> Work experience <input type="checkbox"/> Internship <input type="checkbox"/> Leadership role <input type="checkbox"/> Abroad experience <input type="checkbox"/> Community engagement
1.		<input type="checkbox"/> Education <input type="checkbox"/> Work experience <input type="checkbox"/> Internship <input type="checkbox"/> Leadership role <input type="checkbox"/> Abroad experience <input type="checkbox"/> Community engagement
2.		<input type="checkbox"/> Education <input type="checkbox"/> Work experience <input type="checkbox"/> Internship <input type="checkbox"/> Leadership role <input type="checkbox"/> Abroad experience <input type="checkbox"/> Community engagement
3.		<input type="checkbox"/> Education <input type="checkbox"/> Work experience <input type="checkbox"/> Internship <input type="checkbox"/> Leadership role <input type="checkbox"/> Abroad experience <input type="checkbox"/> Community engagement
4.		<input type="checkbox"/> Education <input type="checkbox"/> Work experience <input type="checkbox"/> Internship <input type="checkbox"/> Leadership role <input type="checkbox"/> Abroad experience <input type="checkbox"/> Community engagement
5.		<input type="checkbox"/> Education <input type="checkbox"/> Work experience <input type="checkbox"/> Internship <input type="checkbox"/> Leadership role <input type="checkbox"/> Abroad experience <input type="checkbox"/> Community engagement

<b>5 skills to improve</b>	<b>List opportunities for development</b>
<b>Example:</b> Organization	I can develop my organization skills by seeking opportunities that involve coordinating tasks on a team to maximize efficiency.
1.	
2.	
3.	
4.	
5.	