

Passport to Internship Success

Transferable Skills Inventory

If you compare the qualities employers look for with the skills you possess, what do you get? Do you have what it takes to be hired for the kind of job you want? Would you hire you? Think about how your skills, abilities, experiences, personal values and attitudes translate into skills you can market to possible employers.

Knowing your key selling points will come in handy whether you're writing your résumé or a cover letter. Put together your own personal skills inventory and use it when you are writing a résumé or preparing for an interview.

To get you started, here are examples of what you might want to tell an employer:

- how you think and communicate
- how you act
- how you work with others

Personal Skills Inventory	
How You Think and Communicate	
If you:	You might want to tell an employer:
Are good at talking on the phone...	I communicate well. I am sociable and enjoy working with people.
Are a natural at telling jokes and stories...	I am self-assured and relate well to people. I enjoy speaking in public.
Enjoy numbers and solving math problems...	I have great math skills. I am precise and analytical.
Make or sew whatever you like, and friends and relatives compliment your work...	I have excellent manual dexterity, fine motor skills, and an eye for detail.
Are up on music and know every song on the charts...	I learn quickly and have a good memory.
How you act	
If you:	You might want to tell an employer:
Keep your promises and do what you say you will do...	I am reliable and take commitment seriously.
Practice everyday at your favourite sport to be on the school team...	I am persistent, determined, motivated and goal-oriented.
Always keep your room neat and never lose anything...	I am orderly. I have strong organizational skills.

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Care about people and are patient...	I am caring, sensitive and people-oriented.
Can think of ten different ways of doing everything...	I am creative and have the ability to solve problems and come up with solutions.
Were the first one on your block to skateboard, rollerblade, spike your hair...	I am flexible and adapt easily to new situations. I am comfortable with change.
Love to shop, and find the best sales wherever you go...	I am resourceful and have great budgeting skills.
How You Work With Others	
If you:	You might want to tell an employer:
Like leading group/school projects and playing team sports...	I work well as a team member and can take a leadership role.
Are cool in tough situations when other people around you aren't...	I am a good negotiator. I handle stress well and enjoy dealing with difficult situations.
Usually save the day when those around you are giving up...	I look for solutions, and I am persistent in getting the job done.

Write down your *skills inventory* and keep it handy for writing your *résumé* or preparing for a job interview. Be confident in the knowledge that you have the right stuff for the job.

<p>Key Skills - I can:</p> <ul style="list-style-type: none"> • Meet deadlines • Supervise others • Solve problems • Teach others and give clear instructions • Manage people • Organize and manage projects • Speak in public • Accept responsibility • Plan daily work or special events 	<p>People Skills - I can:</p> <ul style="list-style-type: none"> • Help and care for others • Manage conflicts, resolve issues • Counsel people • Be tactful and diplomatic • Interview people • Be kind and understanding • Be a good listener • Negotiate • Be outgoing • Show patience • Be pleasant and sociable • Supervise, teach • Be tough when necessary • Trust people, my instincts
<p>Hands-on Skills - I can:</p> <ul style="list-style-type: none"> • Assemble kits • Build or repair things • Work well with my hands 	<p>Creative/Artistic Skills - I can:</p> <ul style="list-style-type: none"> • Be artistic • Write short stories or articles • Draw or create other art

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<ul style="list-style-type: none"> • Operate tools or machinery • Use complex equipment • Drive or operate vehicles • Inspect and maintain equipment or vehicles 	<ul style="list-style-type: none"> • Express myself through music, poetry or art • Design posters, draw cartoons and illustrations • Perform and act • Present artistic ideas • Dance, create body movement • Use computers to create presentations • Design and lay out web pages • Achieve high scores in video games
<p>Data/Information Skills - I can:</p> <ul style="list-style-type: none"> • Make a budget, manage money • Record facts, classify information by date • Analyze data, audit and maintain records • Check information for accuracy • Pay attention to details • Investigate and clarify results • Locate answers, gather information • Calculate or compute • Evaluate • Take inventory • Keep financial records • Research and write reports 	<p>Verbal Skills/Communication skills - I can:</p> <ul style="list-style-type: none"> • Clearly express myself • Talk easily with others • Create and talk about new ideas • Design presentations • Be inventive • Conduct research in a library or on the Internet • Set up my own network of experts, or helpers • Be logical • Speak in public • Write clear and concise reports • Work well with others
<p>Leadership Skills - I can:</p> <ul style="list-style-type: none"> • Arrange meetings or social functions • Be competitive when necessary • Make decisions • Direct the work of others • Help set goals for my team • Explain things to others • Solve problems • Motivate people • Settle disagreements • Plan activities and put them into action • Take risks when necessary • Organize and chair a meeting • Show self-confidence 	

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Personal Skills Inventory

Name: _____

Period: _____

Date: _____

Part A: Make a list of things you've learned through hobbies, school work or volunteering.

- _____

- _____

- _____

- _____

Part B: Transform your list into transferable skills that an employer may desire in a prospective employee using the skills inventory provided.

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