

Skills Inventory I

Sources of Evidence That You May Possess Skills, Experiences and Attributes of Interest to Employers:

- **Employment**
- **Volunteer and community service**
- **Political activism**
- **Class projects, papers, labs**
- **In-class presentations**
- **Research**
- **Independent study**
- **Thesis or capstone project**
- **Practica**
- **Special training (e.g., on equipment)**
- **Attendance at lectures, seminars, workshops**
- **Research assistant to professor**
- **Residence hall advisor**
- **Theatre**
- **Music**
- **Sports (intramural, intercollegiate, individual)**
- **Student newspaper**
- **Government (elected *and* appointed)**
- **Speaker's and entertainment committees**
- **Admissions correspondent or tour guide**
- **Orientation leader**
- **Scouting**
- **Military service**
- **Outdoor guide or trip leader**
- **Tutor, instructor, teaching assistant, test proctor**
- **Ethnic affinity club or activist group**
- **Professional / career affinity club**
- **Honor societies**
- **Awards (all types)**
- **Mentoring**
- **Sorority / fraternity (especially leadership and service roles)**
- **Publications (even a letter to the editor)**
- **Licenses and credentials**
- **Attendance at academic meetings and conferences**
- **Presentations of research**
- **Table topics**
- **Speeches**
- **Travel (even if you enjoyed it)**
- **Languages**
- **Computer skills**
- **Hobbies and pastimes**
- **Family exposure and experiences**
- **Religious involvement**
- **Student member of professional organizations**
- **Informal (e.g., poetry readings)**

Skills Inventory II

Skills, Experiences and Attributes You Have That Might Be of Interest to Employers:

- Professional appearance
- Punctual
- Productive without direct supervision
- Graceful under stress
- Successful teamwork experience
- Writing to persuade
- Writing to explain
- Writing to summarize
- Research – library
- Research – Internet
- Research – telephone survey or face-to-face interviewing
- Research – running a focus group
- Research – experience with field or location research and working with original materials
- Reading for meaning
- Reading and summarizing
- Reading and synthesizing large volumes of information
- Editing experience
- Peer tutor in the writing center
- Prepare marketing materials and other official documentation for release
- Knowledge of main style books (Chicago Manual of Style, AP, New York Times, APA)
- Press releases
- Experience working with the press
- Experience working with both print and broadcast media
- Successful working with the public
- Successful working with difficult people; calm, able to deescalate a potentially volatile situation
- Sales experience – the customer came to you
- Sales experience – you initiated contact with the client/customer
- Negotiating and purchasing experience
- Source, vet, and manage vendor relationships
- Trained in negotiating techniques
- Public relations experience
- Public speaking experience on behalf of a cause
- Other public speaking
- Professional and articulate, can make client presentations, represent company to outsiders
- Advanced skills with PowerPoint
- Can design audio-visual support for training and client presentation purposes
- Skill in designing visual depictions of quantified data (charts, graphs, comparisons)
- Training experience (even casual)
- Tutoring experience (even casual)
- Teaching experience

- Design of custom curriculum for training purposes
- Can make decisions with ambiguous, incomplete, or conflicting information inputs
- Flexible, can deal with fast-paced and rapidly evolving assignments
- Computer skills (prepare list of all)
- Easily learn new computer applications
- Can self teach on new computer applications
- Talent for teaching computer skills to others
- Math skills
- Comfortable with numbers
- Can analyze raw data to provide information to support the management decision-making process
- Can design new analytical methodologies as needed
- Market analysis
- Competitor analysis
- Economic analysis
- Applied statistics
- Basic bookkeeping skills
- Accounting skills
- Auditing skills
- Accounts payable and accounts receivable
- Financial and management accounting skills
- Budgeting skills, for student group
- Budgeting skills, including variance analysis
- Prepare pro forma cash-flow projections
- Experience with “best and highest use” analysis
- Knowledge of discounted cash flow models
- Manage independent projects
- Write / develop business plans
- Experience developing action plans, action item lists, and other project management tools
- Project planning and management skills
- Organized new group on campus
- Reorganized existing group on campus
- Experience designing policies and procedures
- Can focus the energies of others onto a common goal
- Supervise others
- Hire, train, supervise and motivate others
- Can delegate assignments
- Manage complex work flow and multiple deadlines
- Can share authority and work in a “matrix management” structure
- “Can do” attitude, not afraid of hard work, will take on any assignment
- Comfortable with flat, organic business structures where assignments may vary
- Technology skills
- Can teach technology skills to non-technology managers and workers
- Laboratory skills (list all equipment, even the obvious)
- Travel to countries where an employer may have markets, clients, subsidiaries, supply sources
- Language skills related to those countries
- Ability to learn a foreign language
- Other foreign language skills
- Basic, intermediate, proficient, business proficiency, fluent, bilingual (specify languages)

- Bilingual/bicultural (specify)
- Knowledge of European/Japanese/Asian/Arabic/Latin American business practices and protocols
- Willing to travel or relocate as needed for continued advancement
- No restrictions on business travel or relocation
- Trustworthy
- Successful in the past in positions of considerable responsibility
- Cash handling responsibility
- Trained in loss prevention and techniques to reduce employee theft
- Meticulous
- Attention to detail
- Experience in environments where accuracy was critical
- Leadership training
- Leadership experience
- Fundraising experience
- Event planning and management
- Marketing and promotions
- Knowledge of psychographics and demographics
- Comfortable with both the creative and the analytical sides of marketing
- Organize and manage community service programming
- Mechanical skill (can fix things)
- Read, understand and apply information from tech and spec manuals
- Can construct things from written instructions or diagrams
- Read and understand blueprints and schematics
- Knowledge of floating point critical path project planning
- Modular and component-level understanding of computers and other electronic equipment
- Diagnostician for computer hardware problems
- Install, update, migrate, modify and troubleshoot most common computer applications
- Proven ability to bridge disciplines and find innovative solutions to problems
- Strong work ethic, very career-committed
- Energetic, high personal energy level
- Proven ability to handle heavy work load
- Not afraid of competition, comfortable in competitive environment
- Strong ability to execute plans, to finish projects in spite of obstacles or challenges
- Can work with strong egos, comfortable being a lieutenant, don't always have to be the captain
- Experience working with a family business in the past
- Tough, resilient personality, can handle stress and pressure
- Counseling skills
- Peer counselor
- Mediation training or skills
- Bring out the best in others
- Earned ____% of my college expenses while full-time student
- Comfortable in a scientific and/or technical work environment
- Strong general science background
- Laboratory experience
- Understand the critical need for integrity in scientific data
- Effective communicator to scientists, engineers, other technically oriented people
- Ethical
- Trained in applied ethics

- Trained in group dynamics and interpersonal problem solving
- Have social skills that allow richer client interaction
- Have athletic skills (golf?) that allow richer client interaction
- Active in professional associations
- Active in the community, leader in the community

Adapted from *How to Get Any Job with Any Major*, ©2004, Donald Asher, used with permission.
To propose additions to these lists, or for permissions for use, email don@donaldasher.com.