

SKILLS INVENTORY SELF-ASSESSMENT / REFLECTION

▶ STEP 1

Complete the Skills Inventory Self-Assessment below. Identify your skills, where you have developed them and how these skills can be demonstrated to an employer.

▶ STEP 2

Write a reflection paper (2-3 pages long), in which you discuss the following questions:

- » What are 2-3 skills that you have that would be important to highlight in job applications or interviews? How have you developed these skills? (Give specific examples of times you developed these skills or demonstrated them). If you were applying to a job that included these skills in the job description as required or preferred qualifications, how could you let the employer know that you are skilled in these areas?
- » What are 2-3 career skills that you would like to develop in the coming year? Thinking about how you have developed other career skills like the ones you listed on the assessment, what actions can you take to help you develop in these areas? How will you know when you are proficient in these skills?

Skills Inventory

Following the example, fill out the chart below with career skills you have developed. Some examples include: time management, organizational skills, leadership, prioritization, problem solving, laboratory skills, budgeting, etc.

EXAMPLE:

Skills I Have	Where I Have Used this Skill	How to Showcase to an Employer
Writing	College courses Articles for "The Point" Research course	Include links to my published articles and research briefs Make sure written content in job materials is reviewed
Public Speaking	Undergraduate Research Conference SGA Representative Class presentations	Link to Undergraduate Research Conference Program Highlight presentations in cover letter List leadership activities on resume

Skills I Have	Where I Have Used this Skill	How to Showcase to an Employer

FOR MORE INFORMATION, CONTACT

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