

## List Your Skills Worksheet

Think about what you can do by grouping your skills into three categories:

### **What can you do with PEOPLE?**

Examples: Trained workers, made decisions, worked on a team or committee.

My skills are:

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### **What can you do with INFORMATION?**

Examples: Kept records, made reports, read patterns, followed instructions, developed plans.

Are you good at math? Any computer skills?

My skills are:

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### **What can you do with specific MACHINERY OR EQUIPMENT?**

Examples: Used instruments or tools, drove trucks, repaired/adjusted equipment, operated machinery.

My skills are:

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**Think about skills you may have developed off the job, through outside activities, such as the military service, hobbies and volunteer work with union, civic, church, or social groups.**

My skills are:

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**Think about any promotions or changes in duties you may have had with the same employer. Were any changes in skills involved?**

My skills are:

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