**\_\_\_\_\_A1.** **Manual Skills:** Able to use one’s hands to make or repair things easily and quickly; Skilled at using tools to repair machines, equipment, or systems

**\_\_\_\_\_A2.** **Mechanical Skills**: Able to assemble, install, operate and monitor the performance of equipment and mechanical devices

**\_\_\_\_\_A3. Technological Skills:** Understand technical systems and operate effectively within them; understands technical specifications; reads technical manuals with ease

**\_\_\_\_\_A4. Troubleshooting Skills:** Able to identify and eliminate problems or errors, especially in electronic, mechanical or computer equipment

**\_\_\_\_\_A5. Athletic/Physical Dexterity Skills:** Use of muscles, strength and coordination; athletic ability; physical agility

**\_\_\_\_\_B1. Detail/Follow-Through Skills:** Able to attend to details well

**\_\_\_\_\_B2. Numerical Skills:** Able to perform math calculations accurately and quickly

**\_\_\_\_\_B3.** **Mathematical Skills:** Understand ideas expressed in numbers; think and reason with numbers; perform well in math-related courses

**\_\_\_\_\_B4. Accounting/Financial (Money) Management Skills:** Able to determine how money will be spent to get the work done; able to keep accurate financial records; able to manage a budget--preparing sound budgets and monitoring expenses

**\_\_\_\_\_B5. Organizational Skills:** Able to organize information, people or things in a systematic way; able to establish priorities and meet deadlines; coordinate things, people, and information to accomplish a goal

**\_\_\_\_\_B6. Administrative/Clerical Sills**: Able to operate computers and other basic office equipment; able to organize and maintain filing and control systems; attend to details well

**\_\_\_\_\_C1. Planning Skills:** Able to plan projects, events and programs; able to establish objectives and needs, evaluates options, choose best option

**\_\_\_\_\_C2. Problem-solving Skills:** Able to identify/define the problem, review related information, develop and evaluate options, select and implement the solution

**\_\_\_\_\_C3.** **Decision-making Skills**: Able to identify all possible options, weigh the pros and cons, assess feasibility and choose the most viable option

**\_\_\_\_\_C4. Supervising Skills:** Direct others effectively; able to monitor progress and assess the quality of job performance of others; delegate responsibilities and establish an appropriate system of accountability

**\_\_\_\_\_C5. Leadership Skills:** Influence and empower others to act and to achieve particular goals; inspires trust and respect in others

**\_\_\_\_\_C6. Influencing/Persuading Skills:** Communicate effectively with others to influence a decision or to change their minds or behavior; able to sell products or promote ideas

**\_\_\_\_\_C7. Oral Communications Skills:** Present information and ideas clearly and concisely, with content and style appropriate for the audience (whether one-to-one or in a group); present opinions and ideas in an organized and effective way

**\_\_\_\_\_D1. Active Listening Skills:** Able to give full attention to what other people are saying, taking time to understand the points being made, and asking questions as appropriate; able to communicate back an understanding of what has been communicated; able to empathize with others

**\_\_\_\_\_D2. Human Relations Skills:** Able to interact successfully with a wide range of people

**\_\_\_\_\_D3. Instructing/Training/Coaching Skills:** Able to help others gain knowledge and skills; able to create an effective learning environment; teach a skill or knowledge to other people; facilitate learning situations; selecting and using training /instructional methods appropriate for the situation

**\_\_\_\_\_D4. Counseling/Advising/Helping Skills:** Respond to what others have said in a non-judgmental way ("active listening"); build trust and openness with others; help other people solve their problems

**\_\_\_\_\_D5. Coaching/Mentoring Skills:** Give feedback in a constructive way; help others to increase their knowledge or skills

**\_\_\_\_\_D6. Customer Service Skills:** Able to build a relationship of mutual trust with clients; able to handle complaints and concerns in a sensitive way

**\_\_\_\_\_D7. Care-Giving Skills:** Able to give sensitive care to people who are sick or elderly or disabled

**\_\_\_\_\_E1. Creative Skills:** Able to generate new ideas, invent new things, create new images or designs; find new solutions to problems; able to use wit and humor effectively

**\_\_\_\_\_E2. Artistic Skills:** Creatively work with color and design; able to design displays and publicity material (print, video, Internet)

**\_\_\_\_\_E3. Musical Skills:** Sing, play, read, and/or compose music; listen to music discriminately

**\_\_\_\_\_E4. Literary Skills:** Expressing ideas or feelings creatively through writing

**\_\_\_\_\_E5. Performing Skills:** Able to entertain, amuse and inspire an audience

**\_\_\_\_\_E6. Language Skills:** Able to read, write, and converse in another language than one’s own native language; able to translate and/or interpret in a given language; ability to learn foreign language easily

**\_\_\_\_\_F1. Observational/Learning Skills:** Able to clarify, question, apply, and consolidate new knowledge/information. Able to apply new information/knowledge for both current and future problem-solving and decision-making

**\_\_\_\_\_F2. Researching /Investigating Skills:** Able toinvestigate all possible solutions to a problem, weighing the pros and cons. Knows how to find and collect relevant background information; able to analyze data, summarize findings and write a report

**\_\_\_\_\_F3. Analytical Skills:** Able to analyze and review solutions, conclusions or approaches to problems from different points of view to determine strengths and weaknesses; Able to draw specific conclusions from a set of general observations or from a set of specific facts; able to synthesize information and ideas

**\_\_\_\_\_F4. Reading Comprehension Skills:** Able to read and comprehend/understand written documents and materials

**\_\_\_\_\_F5. Writing Skills:**  Able to select, interpret, organize and synthesize key ideas; able to edit a written text to ensure that the message is as clear, concise

**\_\_\_\_\_F6. Numerical Skills:** Able to perform math calculations accurately and quickly

**\_\_\_\_\_F7.** **Mathematical Skills:** Understand ideas expressed in numbers; think and reason with numbers; perform well in math-related courses

**\_\_\_\_\_F8.** **Scientific Skills:** Able to understand scientific principles and utilize them in one’s work; perform well in science courses

List your top five skills/abilities. Give an example for each one as to how you have demonstrated this skill.

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