



Skills and Experiences Worksheet

Instructions: In the columns below, please list the skills that you have gained from your previous experience (education, jobs, volunteer opportunities, managing a household, etc.) You do not need to list 10 for each options, but use these as an opportunity to brainstorm the different skills you have obtained to select the right industry and to make update to your resume.

Name: _____ State ID # _____ Date: _____

Technical Skills	Transferable Skills	Soft Skills
Abilities and knowledge needed to perform a specific task Examples: Mechanical Equipment, Tools, Medical Equipment, Project Management, Digital Marketing	Abilities you can transfer from one job to another. Examples: Communication, Critical thinking, multitasking, Team work, Creativity, Leadership	Personal Attributes, personality traits, inherent social cues, and communication abilities. Examples: Adaptability, Creative Thinking, Work Ethic, Time Management, Motivation
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