



# IDENTIFY YOUR SKILLS

**You may have heard about the “skills gap” between the skills employers need and what job candidates offer.**

While there are some very specific technical skills that few students have mastered, in most cases, the skills gap is really more of a perception gap. Whether it’s a job, internship or coursework, you can fill the perceived skills gap by viewing your qualifications as a collection of skills rather than just experience.



## *Know the skill types*

First, it’s important to know the different kinds of skills employers look for:

### **HARD SKILLS**

Techniques and abilities that are learned and teachable, such as mastery of a specific technology or software program. Examples include: data visualization, editing, coding, etc.

### **SOFT SKILLS**

Abilities that are more human focused, intuitive and subjective, like communication, teamwork or creativity.

### **TRANSFERABLE SKILLS**

Hard and soft skills that transfer easily from one environment (work, school, extracurricular activities, home) to another, such as leadership, organization, communication, and research.

## *Stumped on your best skills?*

Maybe you have skills you haven’t identified! Consider opening your mind a bit with skills identification activities such as:

**“Skills Hero” exercise** — Take a character from a movie, book or television show and write out the skills the hero exhibits. Wonder Woman, for example, shows excellent critical thinking, problem solving and communication skills, in addition to her super-human strength and speed. This is your chance to get in touch with your inner super hero!

**“Let’s Talk About Me” exercise** — Sit down with a friend or group of friends, explain your goal of identifying your transferable skills, and ask them to brainstorm a bit. You may hear a skill or two you hadn’t thought of!

# What are your relevant skills?

Go through the skills inventory below, and jot down at least one example of a time when you developed or demonstrated each skill.



**ADAPTABILITY/  
FLEXIBILITY**

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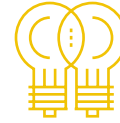
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**COMMUNICATION**

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**CREATIVITY/  
INNOVATION**

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**DECISION MAKING/  
ETHICAL JUDGEMENT**

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**GLOBAL FLUENCY**

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**INFLUENCE/  
PERSUADE**

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**LEADERSHIP**

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**PROBLEM SOLVING &  
CRITICAL THINKING**

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**PROFESSIONALISM/  
WORK ETHIC**

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**RESEARCH**

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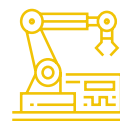
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**TEAMWORK/  
COLLABORATION**

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**TECHNOLOGY**

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