



# 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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**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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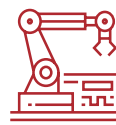
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**Teamwork/  
Collaboration**

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**Technology**

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