

# Identifying Job Specific Skills

## Skills with THINGS

### Concrete Words

Under each category, list all the THINGS you can think of that you've dealt with on a job.

**Example: Machines: "push rods, rebuilt engines"**

Tools: \_\_\_\_\_

Machines: \_\_\_\_\_

Equipment: \_\_\_\_\_

Vehicles: \_\_\_\_\_

Materials: \_\_\_\_\_

Your own ideas:

### Action Words (how you used those things)

Now use *those words* in sentences with action words. **Example: "I assembled push rod units for rebuilt engines."**

I assembled: \_\_\_\_\_

I built: \_\_\_\_\_

I repaired: \_\_\_\_\_

I operated: \_\_\_\_\_

I inspected: \_\_\_\_\_

I used: \_\_\_\_\_

I rebuilt: \_\_\_\_\_

Your own ideas:



## Skills with PEOPLE

### Concrete Words (What kind of PEOPLE you worked with)

Under each category, list all the PEOPLE you can think of that you've dealt with on a job.

**Example: Customers: "Clothing sales customers."**

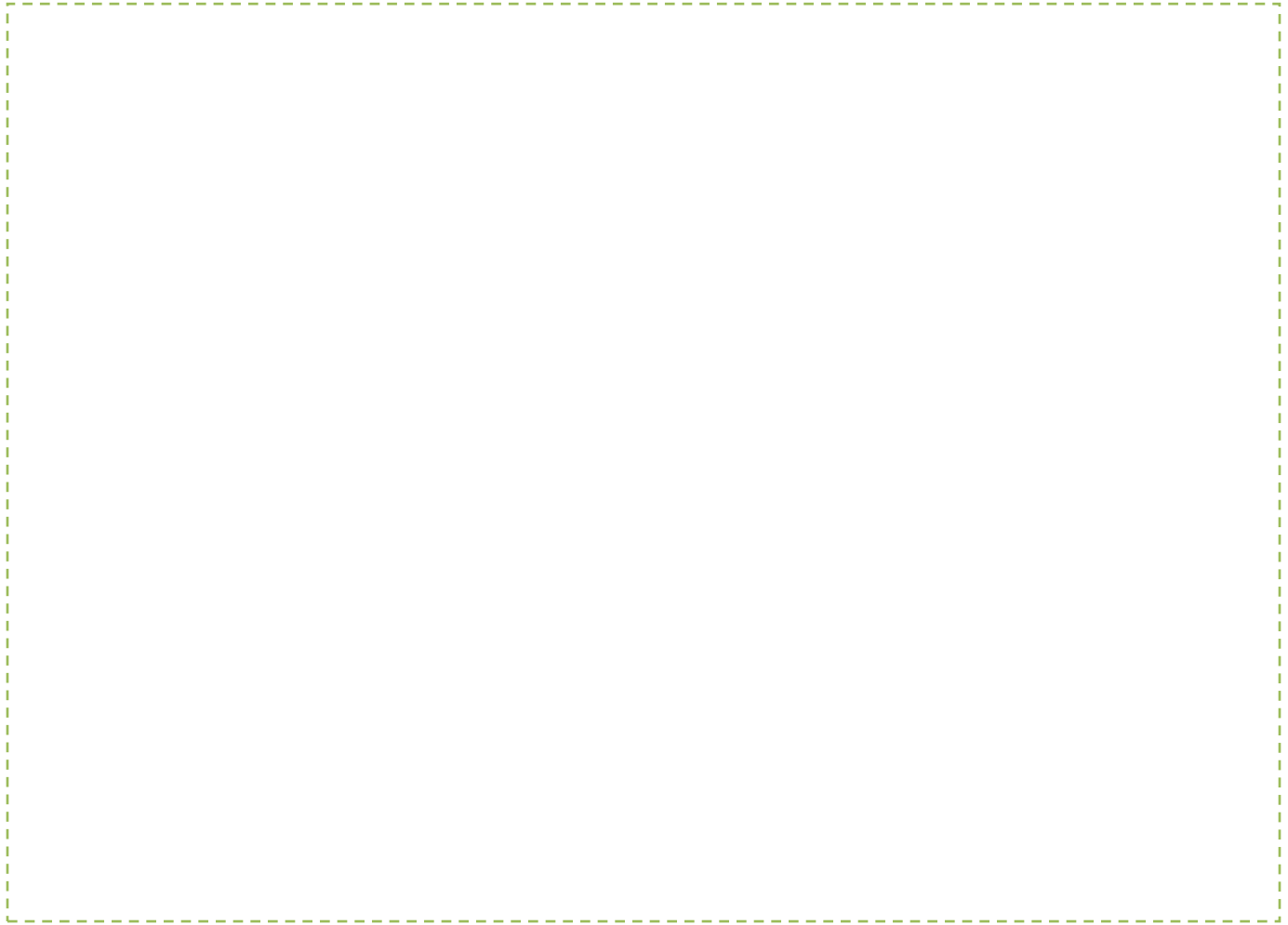
Customers: \_\_\_\_\_

Clients: \_\_\_\_\_

Co-workers: \_\_\_\_\_

Patients: \_\_\_\_\_

Your own ideas:



## Skills with PEOPLE

### Action Words (how you worked with those PEOPLE)

Now use those words in sentences with action words:

*Example: "I motivated clothing sales customers to buy out-of-season items."*

/ Supervised/Managed \_\_\_\_\_

/ Cared for/Helped \_\_\_\_\_

/ Counseled \_\_\_\_\_

/ Demonstrated/ Taught/Instructed \_\_\_\_\_

/ Arranged \_\_\_\_\_

/ Delegated \_\_\_\_\_

/ Directed \_\_\_\_\_

/ Explained \_\_\_\_\_

/ Motivated \_\_\_\_\_

Your own ideas:

**Descriptive Words**

Can you use any of these words in the sentences above?

Example: "I persuasively motivated difficult customers to buy out-of-season items."

To Describe Yourself: Diplomatic/Tactful/Patient, Kind/Caring, Outgoing/Friendly, Persuasive, Sensitive/Understanding/Sympathetic

To Describe the People Needy, Difficult, Finicky/Choosy, Elderly

## Skills with INFORMATION and IDEAS

### Concrete Words

Under each category, list all the types of INFORMATION you can think of that you've dealt with on a job. *Example: Inventory: "monthly inventory of stock"*

Budget/Accounts: \_\_\_\_\_

Numbers/Figures: \_\_\_\_\_

Money/Funds: \_\_\_\_\_

Facts/Information/Data: \_\_\_\_\_

Problems: \_\_\_\_\_

Deadlines: \_\_\_\_\_

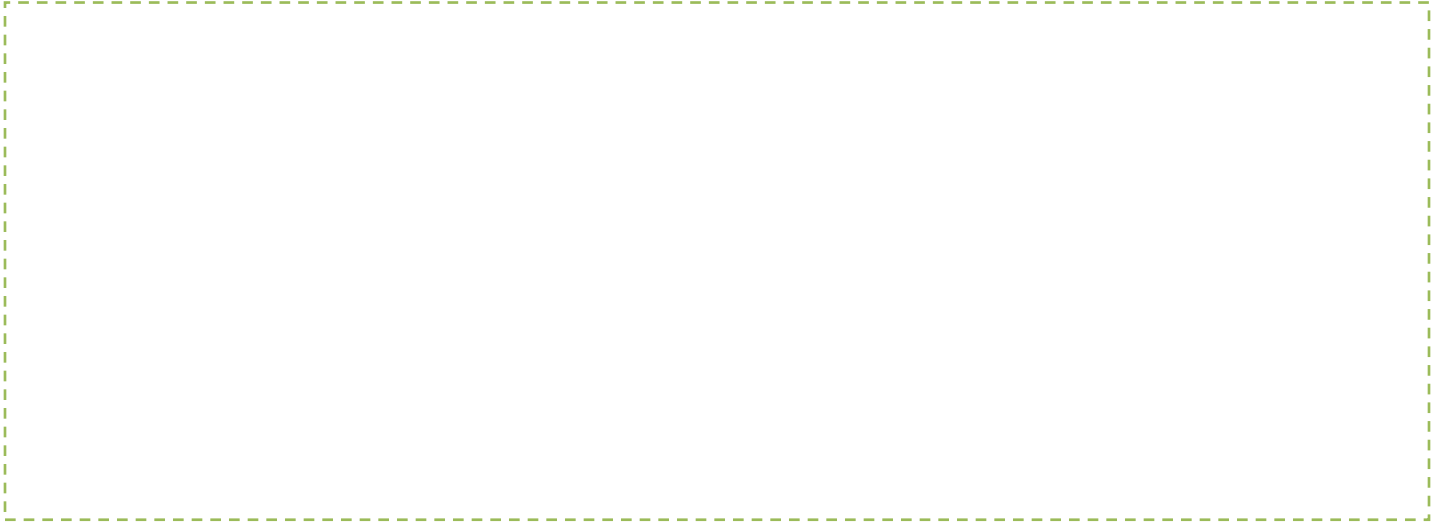
Instructions: \_\_\_\_\_

Projects: \_\_\_\_\_

Plans: \_\_\_\_\_

Solutions: \_\_\_\_\_

Your own ideas:



## Skills with INFORMATION and IDEAS

### Action Words (how you worked with that INFORMATION)

Now use those words in sentences with action words: Example: "I audited monthly inventory of stock."

/ Analyzed \_\_\_\_\_

/ Audited \_\_\_\_\_

/ Counted/Calculated/Computed \_\_\_\_\_

/ Budgeted \_\_\_\_\_

/ Checked accuracy/assured \_\_\_\_\_

/ Compiled \_\_\_\_\_

/ Evaluated \_\_\_\_\_

/ Investigated \_\_\_\_\_

/ Planned \_\_\_\_\_

/ Communicated \_\_\_\_\_

/ Wrote \_\_\_\_\_

/ Designed \_\_\_\_\_

/ Researched \_\_\_\_\_

/ Performed \_\_\_\_\_

/ Presented \_\_\_\_\_

Your own ideas: