Identifying your Skills

There are major types of skills: Hard Skills and Transferrable/Soft Skills.

- Hard Skills – These are also known as job specific skills and the ones that are required depend on your job interest. They are skills you have learned through both formal as well as informal training and/or work experience
- Transferrable/soft Skills – These are skills you have gained throughout your life that can be used in your job. Many employers report that transferrable/soft skills are a major key to long term success for potential employees.

What are your top ten skills? Use the form and examples below to help you think about the skills you currently possess.

List your 'top ten' skills

	Hard (Job Specific) Skills	Transferrable/Soft Skills
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Do your skills:

- Match your career goals?
- Prompt you to think of other jobs that might interest you?

Examples of Job Specific or Hard Skills

- Accounting
- Administrative
- Analytics
- Auditing
- Automotive Technology
- Banking Operations
- Bookkeeping
- Business Analysis
- Budgeting
- Carpentry
- Construction
- Database Management
- Design
- Editing
- Electrical
- Engineering
- Financial
- Hardware
- Healthcare
- Java Script
- Languages
- Legal
- Manufacturing Technology
- Marketing Research
- Mechanical
- Medical Diagnosis
- Nursing
- Optimization
- Pharmaceutical Coding
- Pipefitting
- Python Programming
- Project Management
- Proposal Writing
- Reporting
- Sales
- Science
- Software
- Social Media Marketing
- Spreadsheets
- Teaching
- Technical Writing
- Testing
- Translation
- Transcription
- Video Production
- Word Processing

Examples of Transferrable/Soft Skills

- Communication Skills
- Problem Solving/Analytical Skills
- Teamwork
- Self-Starter
- Leadership
- Flexibility
- Creativity
- Willingness to Learn
- Attention to Details
- Sincere
- Resourceful
- Confident
- Friendly
- Trustworthy
- Diplomatic
- Cooperative
- Time Management
- Works well under pressure
- Dependable
- Mature