



Skills and Strengths Inventory

This document enables you to create a comprehensive list of skills and strengths that you would like to leverage as you advance professionally. By recording these traits, you are better able to reference them and draw from examples for résumés, cover letters, LinkedIn profiles and interviews. You may also assess for any gaps that could prevent you from attaining your ideal position.

Instructions

The pages below contain editable fields. Document the particular Skills and Strengths you have exhibited and include specific instances when you have used them to generate positive results. Under Opportunities, note areas that you would like to further develop and create a plan to do so. See the Skills and Strengths lists on each page for examples as you brainstorm.

Note: Employers look for more than just technical skills from candidates, so it is important to identify and articulate both your “soft” and “hard” skills.

- Hard skills are the specific, teachable abilities and knowledge required for a job; they are fact-based and can be defined and measured.
- Soft skills include the personal, relational and behavioral attributes that allow you to thrive in the workplace; they are subjective and often times situational.

Skills list

Communication	Interpersonal	Managerial	Process Management	Leadership	Specialized Areas	Self-Management
Blogging	Collaboration	Budget management	Administrative	Assertiveness	Accounting	Goal-setting
Campaigning	Community building	Business management	Analytical	Coaching	Analytical	Organization
Content management	Conflict resolution	Change management	Contracting	Facilitation	Auditing	Prioritization
Cross-cultural communication	Consultative	Crisis management	Creative thinking	Instructional	Business Ethics	Self-awareness
Digital media	Convening	Delegation	Decision Making	Mentoring	Compliance	Self-presentation
Editing	Deal-making	Directing	Execution	Motivational	Construction	Stress management
Email marketing	De-personalization	Dispute resolution	Goal-setting	Retention	Counseling	Time management
Feedback delivery	Diplomacy	Economization	Logistics	Strategic thinking	Customer service	Work-life balance
Filmmaking	Disability Awareness	Financial management	Operations management	Teaching	Data analysis	
Grammar	Diversity Awareness	Forecasting	Planning	Team-building	Design	
Group	Engagement	Goal-setting	Problem-solving	Team manager	Entrepreneurial	
Interpersonal	Managing difficult personalities	Hiring	Scheduling	Team player	Finance	
Listening	Negotiation	Managing difficult situations		Training	Financial modeling	
Nonverbal	Networking	Mediating			Foreign language	
Phone	Persuasion	Performance management			Human Resources	
Presentations	Professionalism	Process management			Investment	
Public Speaking	Relationship management	Project management			Labor relations	
Social media	Shepherding	Quality control			Legal	
Storytelling		Recruitment			Marketing	
Style		Reporting			Mathematical	
Summarizing		Restructuring			Mergers	
Team		Staffing			Photography	
Verbal		Talent management			Product development	
Written		Team-building			Quantitative	
					Research	
					Risk analysis	
					Risk management	
					Safety	
					Sales	
					Software	
					Technology	

Skills

Skill	Training/Education/ Experience	Application <small>(e.g. projects, daily use, etc.)</small>	Benefits or results of usage	Story

Strengths list

Accountability	Communication	Intellectual	Personality	Precision	Relational	Situational
Accountable	Artful	Analytical thinker	Authentic	Accurate	Caring	Adaptable
Ambitious	Articulate	Artistic	Confident	Detail-oriented	Charismatic	Competitive
Committed	Authentic	Clarity	Eager	Ethical	Comforting	Courageous
Deadline-driven	Bold	Critical thinker	Energetic	Exact	Compassionate	Discrete
Dedicated	Clear	Creative	Enthusiastic	Precise	Considerate	Flexible
Dependable	Concise	Curious	Genuine		Courteous	Neutralizing
Disciplined	Economical	Decisive	Honest		Directive	Poised
Effective	Effective	Emotionally intelligent	Humorous		Dynamic	Resilient
Focused	Powerful	Empathetic	Optimistic		Empowering	Risk-taking
Goal-oriented		Evaluative	Patient		Encouraging	Sensitive
Independent		Innovative	Positive		Engaging	
Motivated		Inquiring	Quick-witted		Friendly	
Ownership		Intellectual			Influencer	
Productive		Intelligent			Inspiring	
Punctual		Learner			Motivating	
Reliable		Open-minded			People-oriented	
Resourceful		Purposeful			Relatable	
Responsible		Reflective			Respectful	
Results-oriented		Thoughtful			Supportive	
		Trainable			Sympathetic	
		Visionary			Tactful	
					Tolerant	

Accountability – Strengths related to holding yourself accountable to completion of the task

Communication – Strengths related to how you communicate with others

Intellectual – Strengths related to how you think or react to new information

Personality – Strengths drawn from character traits

Precision – Strengths related to ensuring that tasks are completed with precision

Relational – Strengths connected to relating with people and building relationships

Situational – Strengths related to managing difficult or challenging situations

Strengths

Strength	Training/Education/ Experience	Application (e.g. projects, daily use, etc.)	Benefits or results of usage	Story

Opportunities

Desired Skill or Strength	Benefits of skill/strength	Priority ranking (1-10)	Training/Education/ Experience needed	Timeline for Acquisition