**Identify Your Top Skills**

This worksheet is designed to help you identify skills you have that you should add to your resume

| **✔️**  **What Soft Skills Do You Have?**  **Check 5-10** | **✔️**  **What Technical Skills Do You Have?**  **Check 5-10** |
| --- | --- |
| * Active listening * Adaptability * Attention to detail * Collaboration * Compassion * Conflict resolution * Creativity * Critical thinking * Curiosity * Empathy * Initiative * Interpersonal skills * Leadership * Lifelong learner * Multilingual * Oral and written communication * Organizational * Presentations/Public speaking * Problem solving * Project management * Research * Self-motivated * Time management * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * 3D modeling * Adobe Creative Suite (Photoshop, Illustrator, InDesign) * Basic carpentry * Canva * Certified Community Health Worker * Coding/Programming * Customer service * Data management * Google Workspace (Docs, Sheets, Slides, Gmail) * Graphic design * Marketing * Microsoft Office Suite (Word, Excel, PowerPoint) * Photo editing * Python * Quickbooks * Research * Social media * Tinkercad * Tool safety * Trello * Vehicle repair * Video editing * Wordpress * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***Now add them to your resume!***