

Accomplishment / Skills Worksheet

Make a list of your accomplishments. Include any success in your life. There are no wrong answers.

Examples--

- Successfully managed accounts receivables and reduced delinquent accounts by 15 percent.
- Participated on a fundraising team for the YWCA which raised \$15,000 for youth programs.
- Successfully managed a household of four on a \$900 a month budget.
- Restored a 1936 Ford to original condition.

Occupational Titles

Use the following list of job titles as a brainstorming tool when considering job goals.

Accountant	Doctor	Manager
Architect	Drafter	Mason
Assembler	Editor	Nurse
Cabinet Maker	Engineer	Painter
Carpenter	Financial Analyst	Programmer
Cashier	Graphic Designer	Salesperson
Chef	Inspector	Scientist
Clerk	Lab Technician	Secretary
Cook	Librarian	Teacher
Counselor	Machine Operator	Veterinarian
Dentist	Machinist	Welder

Job Skills

The following is a short list of job skills. (There are literally thousands of job-specific skills.) You will have to research the job skills specific to your occupation

Accounting	Cooking	Filing	Public Speaking
Auditing	Counseling	Hammering	Scheduling
Brake Alignments	Customer Service	Interviewing	Soldering
Building Maintenance	Desktop Publishing	Keyboarding	Teaching
C++ Programming	Detailing	LAN Administration	Technical Writing
Carpet Laying	Drill Press Operation	Management	Telemarketing
Cleaning	Driving	Mechanical Drafting	Typing
CNC Machine Operation	Editing	Metal Fabrication	Welding
	Electronic Repair	Payroll Accounting	Writing

Self-Management Skills

You use self-management skills every day to survive and get along. Self-management skills are important because employers hire people who will fit in with the work group. Circle the self-management skills you possess right now.

Critical Skills	Follow Instructions Get Along Well with Others	Get Things Done Honest	Punctual Responsible
Adaptive Skills	Assertive Assume Responsibility Competitive Complete Assignments Creative Decisive Dependable Detail-Oriented Diplomatic Enthusiastic Flexible Friendly Highly Motivated Ingenious	Integrity Intelligent Inventive Kind Learn Quickly Mature Open-Minded Outgoing Patient Persistent Physically Strong Pleasant Proud of Doing a Good Job Results-Oriented	Self-Motivated Sense of Direction (Purpose) Sense of Humor Sensitive Sincere Sociable Tactful Tolerant Tough Trusting Understanding Willing to Learn New Things
Thing Skills	Assembling Balancing, Juggling Counting Drawing, Painting Driving Endurance Finishing, Refinishing Gathering	Grinding Hammering Hand Crafts Keyboarding, Typing Keypunching, Drilling Manual Dexterity Modeling, Remodeling Observing, Inspecting	Operating Machines Physical Agility, Strength Precise, Tolerance, Standards Restoring Sandblasting Sewing Sorting Weaving
People Skills	Caring Comforting Communicating Conflict Management Conflict Resolution Counseling Consulting Developing Rapport Diplomacy Diversity	Empathy Encouraging Group Facilitating Helping Others Inspiring Trust Inquiry Instructing Interviewing Listening Mediating	Mentoring Motivating Negotiating Outgoing Problem Solving Respect Responsive Sensitive Sympathy Tolerance

Dealing with Data	Analyzing Auditing Averaging Budgeting Calculating, Computing Checking for Accuracy Classifying Comparing Compiling	Cost Analysis Counting Detail-Oriented Evaluating Examining Financial or Fiscal Analysis Financial Management Financial Records Following Instructions	Investigating Interrelate Organizing Problem Solving Recording Facts Research Surveying Synthesizing Taking Inventory
Using Words and Ideas	Advertising Articulate Brainstorming Correspondence Design Edit	Imaginative Inventive Logical Promotional Writing Public Speaking Publicity	Quick Thinking Sign Language Speech Writing Telephone Skills Write Clearly, Concisely Verbal Communication
Leadership	Competitive Coordinating Decision Making Decisive Delegate Direct Others Evaluation Goal Setting Influence Others Initiate New Tasks	Integrity Judgment Manage, Direct Others Mediate Problems Motivate People Multitasking Negotiate Agreements Organization Planning Results-Oriented	Risk Taker Run Meetings Self-Confident Self-Directed Self-Motivated Sets an Example, Sets Pace Solve Problems Strategic Planning Supervision Work Schedules
Creative, Artistic	Artistic Dance, Body Movement Designing Drawing, Painting Expressive Handicrafts	Illustrating, Sketching Mechanical Drawing Model-Making Perform Photography Playing a Musical Instrument	Poetic Images Present Artistic Ideas Rendering Singing Visualize Shapes Visualizing

Describe four major tasks that you've performed in previous employment, which you'd like to continue using in your next job. List the skills which were required to perform each task well.