

Accomplishments and Skills Worksheet

Use this worksheet as a spring board to organize your work history and personal interests for your resume. Include all successes in your life! You have valuable talent, skills and traits to share. Remember: there are no wrong answers.

Examples--

- Shipped an average of 40 packages per day for 4 years with fewer than 3% damage in shipping.
- Volunteered at the Humane Society every Tuesday evening for 2.5 years. Walked, bathed and groomed dogs.
- Organized a fund-raising event for Fair Shake, generating over \$8300. Organized silent auction donations, secured entertainment and food and assembled volunteers.
- Managed a household of four on \$900 per month.
- Restored a 1961 Volkswagen Beetle to original condition.
- Successfully planted, nurtured and harvested an annual garden (8 years running!) and canned, froze or dried the harvest to provide nearly half of our family's dietary requirements.

Occupational Titles

Job titles to start your brainstorming when considering job goals.

Accountant	Graphic Designer	Manufacturer
Assembler	Grounds Keeper	Operations Manager
Carpenter	Inspector	Painter
Cashier	Lab Technician	Programmer
Chef / Cook	Librarian	Salesperson
Clerk	Machine Operator	Secretary
Data Entry	Mail Carrier	Snow-maker
Director	Maintenance	Teacher
Editor	Massage Therapist	Tree Trimmer
Engineer	Manager	Veterinarian
Firefighter	Mason	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	Drill Press Operation	Payroll / Accounting
Advertising	Driving	Planning
Auditing	Editing	Public Speaking
Brake Alignments	Electronic Repair	Researching
Building Maintenance	Filing	Sign Language
Carpet Laying	Hammering	Scheduling
Cleaning	Interviewing	Soldering
Cooking	Keyboarding	Technical Writing
Correspondence	Management	Telemarketing
Counseling	Marketing	Typing
Customer Service	Mechanical Drafting	Welding
Detailing	Metal Fabrication	Writing

Self-Management Skills

Follow instructions
Get along well

Get things done
Honest

Punctual
Responsible

Personality traits

Articulate
Assertive
Assume responsibility
Communicative
Competitive
Creative
Decisive
Dependable
Detail-oriented
Diplomatic

Enthusiastic
Emotionally strong
Flexible
Friendly
Highly motivated
Integrity
Quick thinker
Self-motivated
Sense of direction
Sense of humor

Sensitive
Sincere
Sociable
Tactful
Tolerant
Tough
Trusting
Understanding
Willing to learn

Physical skills

Agile
Assembling
Balancing, juggling
Crafts
Counting
Drawing, painting
Driving (CDL?)
Endurance
Finishing, refinishing

Flexible
Grinding
Hammering
Keyboarding, Typing
Manual dexterity
Mechanical
Modeling, remodeling
Observing, inspecting
Operating machines

Precise
Set standards
Strong
Thorough
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

Data Sorting Skills

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
Inventory
Interrelate
Logical
Organizing
Recording facts
Research
Surveying

Leadership Skills

Brainstorm
Competitive
Coordinating
Decisive
Delegate
Direct others
Evaluate
Goal setter
Influential
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
Solve Problems
Strategic Planning
Supervision
Work Schedules

Artistic Skills

Artistic ideas
Dance, Aerobic
Designing
Drawing, Painting
Handicrafts
Illustrating, Sketching

Imaginative
Inventive
Mechanical drawing
Model-making
Perform
Photography

Play an instrument
Rendering
Singing
Visualize shapes
Visualizing
Writer / Editor

Descriptive Words to Use in Your Resume

Able
Accurate
Active
Adaptable
Adept
Administrative
Advantageous
Aggressive
Alert
Ambitious
Analytical
Articulate
Assertive
Astute
Attentive
Authoritative
Bilingual
Broad minded
Calm
Candid
Capable
Cheerful
Committed
Competent
Comprehensive
Confident
Conscientious

Considerate
Consistent
Constructive
Continuous
Contributions
Cooperative
Creative
Curious
Decisive
Dedicated
Deliberate
Dependable
Detailed
Detail-oriented
Determined
Diligent
Diplomatic
Disciplined
Discreet
Diversified
Driven
Dynamic
Eager
Easily
Easygoing
Economical
Effective

Efficient
Effortlessly
Empathetic
Energetic
Enterprising
Enthusiastic
Excellent
Exceptional
Experienced
Expert
Expertly
Extensive
Fair
Farsighted
Fast learner
Flexible
Forceful
Friendly
Generalist
Hard-working
Honest
Imaginative
Increasingly
Independent
In-depth
Initiative
Innovative

Descriptive Words (Continued)

Insightful	Precise	Significantly
Instrumental	Problem-solver	Sincere
Inventive	Productive	Skilled
Knowledgeable	Professional	Skillful
Leadership	Proficient	Solid
Logical	Profitable	Sound
Loyal	Progressive	Specialized
Major	Proven	Specialist
Mature	Punctual	Stable
Meaningful	Qualified	Strategically
Methodical	Quality conscious	Strong
Meticulous	Quick learner	Substantial
Motivated	Realistic	Successful
Multilingual	Recent	Superior
Objective	Reliable	Systematic
Open-minded	Repeatedly	Tactful
Optimistic	Resilient	Talented
Orderly	Resourceful	Team player
Organized	Respectful	Technical
Outstanding	Responsible	Thorough
Patient	Responsive	Timely
Perceptive	Risk-taker	Uniform
Persistent	Routinely	Universal
Personable	Satisfactorily	Up-to-date
Personally	Scope	Valuable
Persuasive	Self-confident	Varied
Pertinent	Self-controlled	Versatile
Pleasant	Self-reliant	Vigorous
Positive	Self-starter	Well-educated
Practical	Sharp	Well-rounded