



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



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Skills

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



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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



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Strengths

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



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Opportunities

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