<u>Life Planning and Resolve Worksheet</u> Provided by Education Career Services, www-edu-cs.com "Overcoming Employment Barriers: A Career Guide to Assisting Challenged Job Seekers." Author/Publisher: Danny Huffman, MA, CEIP, CPRW, CPCC, dhuffman@edu-cs.com

## **Professional Skills Analysis Worksheet**

List two skills y	ou poss	sess which	employ	ers will	find l	beneficial (	(be sure and	detail an	example	e when	used)
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1. 2.

Based upon your career goals, list two skills you need to develop to prepare for future roles (be sure and add how you plan on acquiring the two skills)

1.

2.

For the following, list if you consider yourself to be at a proficient, average, or an expert level; provide one example how the skill highlighted was used and why you believe an employer would find it beneficial.

<u>Communication</u> : Ability to listen, speak, and write effectively						
I am at a(n)	level. An example:					
An employer would fi	nd this beneficial because:					
Problem Solving: Abil	ity to examine a situation, prioritize task at hand, create an action, and evaluate the result					
I am at a(n)	level. An example:					
An employer would fi	nd this beneficial because:					
Computer/Technolog	<u>rical</u> : Basic understanding of hardware and software					
I am at a(n)	level. An example:					
An employer would fi	nd this beneficial because:					
Leadership/Manager	nent: Take charge and manage people/projects					
I am at a(n)	level. An example:					
An employer would fi	nd this beneficial because:					
Time Management: A	Ability to meet deadlines and work efficiently					
I am at a(n)	level. An example:					
An employer would fi	nd this beneficial because:					
<u>Transferrable</u> : Skills v	which are not related or essential but provide added value to the position					
I am at a(n)	level. An example:					
An employer would fi	nd this beneficial because:					