



career guide

career worksheet: skills and strengths

ASU Career Services offers a comprehensive on-line Career Guide designed to help you evaluate career options, learn about internships and launch your career. The Career Guide includes detailed information about cover letters and resumes, interviewing, business etiquette, portfolios, graduate school admission processes, effective job and internship search strategies and more. Visit The Career Guide at asu.edu/careerguide.

It's Personal: This is your personal Career Worksheet. You can use this worksheet to track what you identify as most important to you in each of the assessment categories. Your answers will help to narrow your choices as you explore potential majors and careers. You may have blanks or the entire form may be filled. Use this tool to consolidate some of what is important to you and assist in your major and career exploration.

Self-Assessment Section	Results and Responses	Why is this important? How does it relate to what I want in a major or career?	How important is this to me, on a scale of 1 to 100?
Skills and Strengths			
Which of these soft skills are among your strengths?	<ul style="list-style-type: none">▪ communication skills, both written and verbal▪ teamwork▪ leadership▪ initiative▪ analytic thinking▪ flexibility▪ problem solving		
What hard skills do you have? These are easily measurable skills such as math, acting, operating lab or camera equipment, CPR, etc.			
What other skills or strengths have you been told you have?			