



career guide

skills development worksheet

ASU Career Services offers a comprehensive online 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.

Rating Your Skills

Review the table below that lists the top skills employers seek. Which ones can you claim as your own? Which ones do you want to develop? Rate your proficiency in each skill on a scale of 1 to 10. Then, write down a few specific examples of times when you displayed this skill in the past. The examples you recall can be integrated into your resume or as interview talking points.

Skills Resources:

As you complete the worksheet, remember where you developed skills and qualities. Consider a wide variety of experiences such as :

- | | | |
|------------------------------|------------------|----------------|
| Part or Full-time Employment | Summer Jobs | Internships |
| Volunteerism | Student Clubs | Group Projects |
| Study Abroad | Coursework | Research |
| Specialized Training | Athletics | Hobbies |
| | Military Service | |

Career-Related Skill or Quality	Rating on a Scale of 1-10	Specific Examples of Times You Displayed This Skill
Writing		1. 2. 3.
Oral Presentation		1. 2. 3.
Interpersonal Communication		1. 2. 3.
Work Ethic		1. 2. 3.
Initiative		1. 2. 3.
Problem-Solving (ability to identify a problem and implement a positive solution)		1. 2. 3.
Analytical (break down information logically)		1. 2. 3.

Career-Related Skill or Quality	Rating on a Scale of 1-10	Specific Examples of Times You Displayed This Skill
Flexibility (in adapting to changes)		1. 2. 3.
Computer (software, design, or programming as pertinent to your career)		1. 2. 3.
Leadership		1. 2. 3.
Detail-Orientation		1. 2. 3.
Organizational (determine steps and timeline to complete projects)		1. 2. 3.
Creativity		1. 2. 3.
Entrepreneurial and Risk-Taking		1. 2. 3.

Other Skills

Identify other skills you possess which will be instrumental in your career.

		1. 2. 3.
		1. 2. 3.
		1. 2. 3.
		1. 2. 3.