

# Skills Assessment Exercise

## Objective

One of the most common concerns that job seekers have is not having the right skills or qualifications for the job they want. Job-hunting experts suggest that the most important thing a job seeker can do is take an inventory of the skills that they do have. This activity will help students compile a convincing portfolio, write a strong resume, and boost their confidence in what they have to offer.

## Learning Goals

1. Articulate their values, interests, skills, and goals
2. Reflect on how their early life experiences have influenced their values, interests, skills, and goals
3. Reflect on how different experiences have affected their career plans
4. Articulate their skills and abilities related to each of the NACE Career Readiness Competencies

## Resources

[NACE Competencies Defined](#) (pdf)

[Transferable Skills List](#) (pdf)

## Instructions

Complete the Skills Inventory Form:

Column 1: List all the transferable skills you have. Consult the Transferable Skills List or Google “transferable skills” for inspiration

Column 2: List all the places and/or experiences where you have used that skill

Column 3: List ways you could demonstrate your mastery of that skill to a potential employer



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# Skills Inventory Form

Skills I Have	Where I Used the Skill	How I Can Demonstrate Mastery of the Skill to an Employer



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