**TECHNICAL SKILLS INVENTORY**



As you move through the job search process, your Technical Skills inventory will be beneficial in developing numerous elements of your job search campaign including: resume, social media profiles, cover letters, and interview preparation. Use this worksheet as a guide to help you identify your categorical areas of expertise and specific skills within each. Some categories listed may not apply to you. There are also sections at the end of the worksheet to create your own categories if necessary.

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| **COMMUNICATION:** | | **LEADERSHIP:** | | **ADMINISTRATION:** | |
|  | Writing / Reporting |  | Motivating |  | Analyzing |
|  | Using Excellent Vocabulary |  | Directing |  | Reviewing |
|  | Public Speaking |  | Managing |  | Prioritizing |
|  | Making Presentations |  | Supervising |  | Scheduling |
|  | Negotiating |  | Staff Development |  | Controlling |
|  | Arbitration |  | Delegating |  | Expediting |
|  | Selling Ideas |  | Empowering |  | Persevering |
|  | Thinking / Speaking on Feet |  | Risk Taking |  | Policy Development |
|  | Coping with Difficult People |  | Problem Solving |  | Project Implementation |
|  | Secondary languages |  |  |  |  |
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| **PLANNING:** | | **TRAINING:** | | **TECHNOLOGY:** | |
|  | Visualizing |  | Designing Instruction |  | Inputting |
|  | Developing Strategy |  | Planning Classes |  | Using Computer Knowledge |
|  | Innovation |  | Instructing |  | Programming |
|  | Creativity |  | Facilitating |  | Troubleshooting |
|  | Conceiving |  | Explaining Concepts |  | System Designing |
|  | Designing |  | Coaching |  | System Development |
|  | Visualizing |  | Designing Instruction |  | System Analysis |
|  | Developing Strategy |  | Planning Classes |  | Research |
|  | Innovation |  | Instructing |  |  |
|  | Initiating |  | Counseling |  |  |
|  | Improving |  | Mentoring |  |  |
|  | Developing |  | Guiding |  |  |
|  | Implementing |  | Presentation |  |  |
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| **INTERACTION W/PEOPLE:** | | **ORGANIZATION:** | | **CONTROLLING:** | |
|  | Recruiting |  | Setting Goals |  | Assessing |
|  | Interviewing |  | Scheduling |  | Appraising |
|  | Motivating |  | Gathering Data |  | Auditing |
|  | Team Building |  | Developing |  | Reviewing |
|  | Delegating |  | Prioritizing |  | Budgeting |
|  | Advising |  | Assigning |  | Financial Analysis |
|  | Using Diplomacy / Tact |  | Coordinating |  | Accounting |
|  | Using Empathy / Sensitivity |  | Liaising |  | Managing Money |
|  | Persuading |  | Team Building |  |  |
|  |  |  | Improvising |  |  |
|  |  |  | Setting Goals |  |  |
|  |  |  | Scheduling |  |  |
|  |  |  | Gathering Data |  |  |
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| **SOFTWARE/HARDWARE** | | **CERTIFICATIONS:** | | **LICENSES:** | |
|  | Computer Software |  |  |  |  |
|  | Specialty Computer Programs |  |  |  |  |
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