



Identify Yourself

Listing our skills in a CV can seem scary. A lot of the time, we don't even know how many skills we have! This activity will help you identify your skills. While you do this activity, think about your past experiences at school, in the community, at church, volunteering, or even part time/unpaid jobs like babysitting.

STEP 1: LOOK AT THE LIST BELOW, AND TICK OFF THE SKILLS YOU HAVE

- Punctual
- Goal Setting
- Public Speaking
- Impromptu Speeches
- Listening Effectively
- Languages
- Communication
- Writing
- Teaching / Tutoring
- Microsoft Office
- Driving
- Customer Service
- Problem Solving
- Following Instructions
- Research
- Sales
- Negotiating
- Produce Good Work
- Planning
- Project Management
- Creative
- Painting
- Drawing
- Building
- Adobe
- Baking
- Cooking
- Information Technology
- Accounting
- Designing
- Analysing Data
- Budgeting
- Networking
- Organised
- Community Organiser
- Social Media
- Collaborating
- Team Player
- Managing Conflict
- Self Motivated
- Supportive
- Positive Attitude
- Optimistic
- Leadership
- Quick Learner
- Understanding
- Good With People
- Entrepreneurial Spirit
- Risk Taker
- Speech Writing

STEP 2: CAN YOU THINK OF ANY OTHER SKILLS YOU HAVE? WRITE THEM DOWN HERE

STEP 3: WRITE YOUR TOP 10 SKILLS AND HOW YOU'VE USED THEM

Example: Team Work. When I was at school I worked in a team of 15 people to organise our matric dance.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

STEP 4: WRITE DOWN SKILLS YOU NEED TO LEARN AND HOW YOU WILL DO THIS
