



Business Skills Identification Exercise

Listed below are marketable job skills. Circle those with which you have developed through coursework, employment, internships, volunteer or leadership experiences. This is not a comprehensive list of skills: add others based on your own set of skills. Go through the exercise more than once, each time in relation to different types of employers or work situations, to see if the top skills you identify differ depending on what you know about employer's needs (being able to identify your top skills and strengths *in relation* to employer's needs is the essence of the resume and interview process).

Abstract or conceptualize ideas	Act as liaison or go-between
Adapt to changing situations and needs	Address or talk to groups
Adjust, arrange, or adapt information	Administer projects or events
Advise people	Allocate, disperse, or give away resources
Analyze information or data	Anticipate problems and unusual situations
Appraise or evaluate work or services	Arbitrate or solve problems between people
Arrange or organize social gatherings	Assemble or collect data or information
Assess or analyze data or information	Assess or analyze people
Assign/delegate duties and/or responsibilities	Attend or pay attention to detail
Balance schedules, duties, and tasks	Be innovative, come up with new ideas
Budget money	Budget time or resources
Calculate or compute numbers	Chair or oversee meetings
Chart or graph information	Check information for accuracy
Check materials or products for quality/quantity	Classify information, data, or objects
Collaborate or work with others on a project	Collect information
Communicate data or information	Communicate warmth and care
Compare objects	Compile or collect information
Complete projects or tasks on schedule	Compose articles, reports, or other documents
Confer or talk with others to make decisions	Confront others
Consult with others	Control crisis situations
Cooperate with others	Cope with deadlines and time pressure
Cope with difficulties, solve problems	Count, inventory, keep track
Create things from your own ideas	Critique or review products and services

Define how things are to be done	Demonstrate how to do things
Detect problems or errors	Develop ideas or prototypes
Develop rapport	Draw charts, pictures, or graphics
Edit written material	Empathize with people's situations
Empower others	Enforce rules and regulations
Establish policy or procedures	Examine for detail
Exercise diplomacy	Exercise discretion
Exhibit or demonstrate products, ideas	Financial planning
Find things or information	Follow directions
Follow through on tasks	Forecast what will happen
Gather data or information	Graphically illustrate
Handle complaints	Handle emergencies
Handle multiple tasks simultaneously	Hire and fire people
Host events	Identify and seize on opportunities
Identify problems	Identify resources
Implement decisions, plans, or ideas	Influence, persuade, or convince others
Inform or give out information to others	Instruct or train people
Keep secrets or confidential information	Keep or track details or information
Learn quickly	Manage money
Launch digital campaigns or output	Maintain web sites
Manage time	Mathematics
Memorize large amounts of information	Mentor others
Motivate others to do better work	Persuade or convince people
Predict outcomes	Prepare or make things ready
Present information, products, ideas	Program computers, software, or apps
Promote ideas, products, or people	Proofread
Reach or achieve goals	Represent people, organizations, or employers
Set goals and objectives	Take initiative
Take instructions	Think ahead
Tolerate interruptions, inconveniences	Tolerate routine or boring tasks
Train, instruct, or teach	Type, use keyboard
Write creative fiction, nonfiction	Write proposals and/ technical materials