## **Skill Snapshot Exercise**

Identifying your skills will enable you to sharpen your career focus by highlighting how your abilities align with your career interests. This understanding will also prepare you to confidently showcase these skills in networking conversations, career materials, and during interviews. By understanding your abilities, you can effectively communicate your value to others. Review the following list and rate your proficiency in each area.

While not every skill will resonate with your interests, that's okay. This exercise is designed to help you pinpoint your strengths and areas of growth, serving as a foundation for your development. By reflecting on these skills, you can concentrate on those that resonate with your passions and further support your ongoing career journey.

Skill	Needs	Fair	Proficient	Excellent
A 1	Improvement			
Active Listening	_			
Advising				
Adapting to Change				
Analysis				
Advocacy				
Budgeting				
Coaching				
Collaboration				
Communication				
(Written and Verbal)				
Community				
Engagement/				
Outreach				
Conceptualizing				
Ideas				
Conflict Resolution				
Creative Thinking				
Cultural				
Competency				
Data Analysis				
Decision-Making				
Designing				
Detailed-Oriented				
Digital Literacy				
Editing				
Event Planning				
Evaluation				
Fundraising				

Investigating		
Initiating		
Laboratory Work		
Listening to		
Feedback		
Media Literacy		
Mediating		
Motivating		
Negotiating		
Networking		
Organization		
Persuading		
Project		
Management		
Public Relations		
Public Speaking		
Recruitment		
Recording		
Research		
Scriptwriting		
Self-Starter		
Social Media		
Branding/Marketing		
Storytelling		
Supervision		
Teaching		
Time Management		

Reflect on the skills you've rated highly. Choose 5-10 that you find most enjoyable or relevant to your work and provide an example of how you've applied each in your academic, professional, or personal life.

Skill	Example

Again, review the list of skills. Which skills do you wish to improve? How will you develop these				
skills?				
Skill to Develop	Action Plan			