

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 Improvement	Fair	Proficient	Excellent
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				

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

Skill to Develop	Action Plan