

Name: \_\_\_\_\_ Date: \_\_\_\_\_

# My Job Skills Analysis Worksheet

List Your Top 5 Skills:


Describe how you have used these skills in the past:

Skill	Example

## Skill Categories

Communication Skills	Rate
Public Speaking	
Writing	
Active listening	
Negotiation	

Technical Skills	Rate
Computer programming	
Data analysis	
Graphic design	
IT support	

Interpersonal Skills	Rate
Teamwork	
Empathy	
Conflict resolution	
Leadership	

Organizational Skills	Rate
Time management	
Project management	
Multitasking	
Attention to detail	