What Skills Do I Already Have?

A simple worksheet to help you see the strengths you may already be using every day.

You do not need a job title to have skills. School, home, sports, church, volunteering, caregiving, hobbies, and life experience can all teach skills employers value.

How to use: Check the skills that sound like you in Step 1. Then connect them to real examples from your life in Steps 2 and 3.

STEP 1 Check the skills that sound like you

COMMUNICATION

- ☐ Explain things clearly
- ☐ Listen to others
- ☐ Write or text clearly
- ☐ Ask good questions

PEOPLE SKILLS

- ☐ Work well with others
- ☐ Help people feel comfortable
- ☐ Handle disagreements calmly
- ☐ Serve or support others

LEADERSHIP

- ☐ Take initiative
- ☐ Help others get started
- ☐ Make decisions
- ☐ Encourage a group

RELIABILITY

- ☐ Show up when expected
- ☐ Finish what I start
- ☐ Follow directions
- ☐ Keep track of responsibilities

PROBLEM SOLVING

- ☐ Figure things out
- ☐ Notice what needs attention
- ☐ Stay calm under pressure
- ☐ Try a different approach

PRACTICAL & DIGITAL

- ☐ Use phones, apps, and computers
- ☐ Organize information
- ☐ Work with tools or equipment
- ☐ Learn new systems quickly

Now: Circle or star the 3–5 skills that feel most like you. You will use them in Step 2.

Turn Everyday Experience Into Skills

Now connect the skills you chose to places where you have actually used them.

STEP 2 Where have you used your skills?

School or training

Projects, presentations, group work, classes, certifications

An example from my life:

Home or family

Caregiving, schedules, errands, budgeting, household responsibilities

An example from my life:

Activities or community

Sports, church, clubs, volunteering, events, mentoring

An example from my life:

Work or side experience

Jobs, babysitting, lawn care, selling items, helping a family business

An example from my life:

STEP 3 My top 5 skills

1.
2.
3.
4.
5.

NEXT STEP: Choose 3 of these skills to use when you build your résumé or prepare for an interview.

Up next: Resource 2 — My Career Exploration Worksheet

Educational resource only. Thrive Forward does not guarantee employment, interviews, or job placement.