

Skills and Abilities worksheet

My work skills are...

Other skills and qualities I have are...

Things I'd like to work on are...

What skills do I have?

Look through these lists – you might be surprised at just how many skills and personal qualities you have that could be important to an employer. Your skills could come from:

- attending school or training courses
- any type of job, including charity work
- projects at home or in the community
- running a home or looking after people
- making or fixing things and solving problems

Work skills – have you ever...

Built something
Cleaned something
Coached, counselled or taught someone
Communicated with others
Created or designed something
Found a fault or problem
Helped or served others
Learnt something new
Led or managed other people
Looked after money
Made a decision affecting others
Monitored how something worked
Negotiated something
Planned or organised something
Provided information to others
Put something together or fixed it
Solved a problem
Worked in a team
Worked with equipment, machinery, tools
Worked with technology
Written something

Personal qualities – are you...

Active	Funny	Punctual
Adventurous	Generous	Quick learner
Ambitious	Happy	Realistic
Artistic	Hard worker	Reliable
Athletic	Healthy	Respectful
Attentive	Helpful	Responsible
Bright	Honest	Risk-taker
Calm	Independent	Self-reliant
Careful	Intelligent	Sensible
Caring	Kind	Sincere
Confident	Lively	Sociable
Considerate	Loyal	Strong
Co-operative	Mature	Supportive
Determined	Motivated	Tactful
Disciplined	Observant	Team player
Eager	Open-minded	Tidy
Easy going	Organised	Thorough
Efficient	Outgoing	Tolerant
Encouraging	Patient	Trustworthy
Energetic	Persistent	Understanding
Fair	Pleasant	Unselfish
Firm	Polite	Warm
Friendly	Positive	Well presented

Skills and abilities Worksheet – taken from Work and Income's Find a job build a future – Tools to help you find work (page 4)