

## 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)