EXPLORING SKILLS

Overview of Skills

Skills reflect your specific abilities and strengths. A systematic assessment of your skills often reveals your strengths and how you might use these in a work setting.

Functional skills reflect the ability to work with people, data and information or objects. You can further break down your skills by looking at your natural talents as well as your intellectual, creative, leadership and problem-solving abilities.

Begin assessing your skills by identifying skills utilized in school, work, internships, sports, volunteering, and family life. *Nothing is irrelevant*. Below are examples:

<table>
<thead>
<tr>
<th>Experience</th>
<th>Skill</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Project</td>
<td>analytical, writing, problem solving</td>
</tr>
<tr>
<td>Athletics</td>
<td>time management, teamwork, and goal setting</td>
</tr>
<tr>
<td>Tutoring</td>
<td>communication skills, problem solving, relationship building</td>
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<tr>
<td>Hostess</td>
<td>interpersonal skills, ability to work in fast-paced environment</td>
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Skills Exercise

The below outlines types of skill functions. It serves to guide a conversation with a career advisor that will help you determine a meaningful career path. Consider where your strengths are and what types of experiences, academic pursuits, or extracurricular endeavors you excelled in previously. Mark the items that resonate most with you. Feel free to add your own examples.

**COMMUNICATION/COLLABORATION**
- Lead academic projects
- Proficient or fluent in other languages
- Write or edit articles, blogs or social media content
- Well-versed in creating effective presentations
- Familiar with team environments (athletic, academic, professional)
- Experience collaborating with diverse range of individuals
- Effective at public speaking
- Prepare concise and logically-written materials
- Debate issues in a collegial manner and participate in group discussions
- Listening to others, empathic
- Use logical argument to persuade others
- Explain complex or difficult concepts in basic terms and language
- Collaborate on projects with peers or mentors
- Write successful proposals

**CREATIVE**
- Website design
- Graphic design
- Course conceptualization
- Production/AV skills
- Performance in theater, dance or film
- Brainstorming new ideas, developing new perspectives, inventing
- Building from scratch
- Creative writing work
- Envision/produce visual arts
- Illustrate by hand or with software
- Compose music

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EXPLORING SKILLS

Skills Exercise (continued)

FINANCIAL
- Manage budget (e.g., as part of student organization)
- Oversee finances (e.g., of College House)
- Project expenses and revenue
- Calculated or reconciled expenses and revenue
- Compare or evaluate costs
- Sell products or services
- Acquire funding (e.g., write grant proposals)
- Develop donors/identify contributors
- Work in environments with strong quantitative focus
- Study and excel in quantitative coursework

HELPING
- Volunteer with different organizations
- Work in areas concerning social justice
- Tutor/instruct others within the university and/or the community
- Easily empathizes with needs of others and understands how to best provide support
- Advise individuals and provide individualized support
- Demonstrate skills or concepts to others
- Facilitate group discussions or conduct meetings
- Effectively mentor subordinates and/or peers

ORGANIZATIONAL
- Find solutions to organizational issues
- Understand and enforce policies and procedures
- Successfully navigate complex bureaucratic environments
- Plan and implement events and programs
- Use timelines, checklists, flowcharts, outlines or other organizational tools
- Work effectively under pressure and meet deadlines
- Effectively build organizational systems and work efficiently

LEADERSHIP/MANAGERIAL
- Comfortably oversee small and/or large groups
- Delegate work effectively
- Listen to ideas and reach consensus
- Evaluate team members to best leverage strengths and maximize productivity
- Provide mentorship either formally or informally
- Manage a project or projects from beginning to end
- Identify goals and/or tasks to be accomplished and a realistic timeline for completion
- Prioritize tasks while anticipating potential problems
- Work effectively with limited supervision
- Motivate others to complete projects (group or individual)

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EXPLORING SKILLS

Skills Exercise (continued)

TECHNICAL/MANUAL
- Assemble components
- Arrange or sort materials
- Accurately modify materials
- Handle instruments
- Well-versed in software systems and computer languages
- Manage data, input data
- Easily adapts new technologies
- Understand how to effectively operate lab equipment
- Construct or build physical materials

RESEARCH/ANALYTICAL
- Explore research goals
- Identify problems
- Identify sources of information applicable to a given problem
- Understand and synthesize large quantities of data
- Design and analyze surveys
- Develop organizing principles to effectively sort and evaluate data
- Locate and assimilate new information rapidly
- Reach independent conclusions and defend them
- Able to access and process large amount of information
- Design experiment, plan, or model that defines problem, tests potential resolutions and implements solution
- Review large number of journal papers
- Publish work in scholarly journals
- Navigate academic writing and processes with fluency

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