Skills inventory and matrix

Rate yourself on the skills employers ask about, for ability and enjoyment, with an example for each, to see strengths and gaps.

NAME _____ DATE _____

Skill	Ability 1-5	Enjoy 1-5	Example
Written communication			
Spoken communication			
Teamwork			
Leadership			
Problem-solving			
Organization and time management			
Customer service			
Technical or computer skills			
Numbers and data			
Creativity			
Initiative			
Adaptability			
Languages			
Field-specific skill			

My top five (high ability and high enjoyment):

One gap to work on this term: