

Career Skills Worksheet

A plain-language starting point for identifying the value in your experience.



Work, Clearly.

Turn what you've done into what employers understand.

Career education only. Use only facts you can honestly explain and support.

Your Career Skills Snapshot

This worksheet helps you identify skills hidden inside ordinary responsibilities. Choose what sounds like your work, then add one real example.

1. What did people rely on you to do?

- Keep work organized or on schedule
- Solve problems when the normal process failed
- Train, coach, or explain procedures
- Help upset customers or coworkers
- Review work for accuracy
- Make decisions with incomplete information
- Coordinate people, supplies, or priorities

Your real example

Describe one situation: What was happening? What did you do? What changed?

2. Translate the responsibility

Everyday description	Transferable skill
Kept everyone on track	Workflow coordination
Showed new people what to do	Training and knowledge transfer
Fixed recurring mistakes	Quality control and process improvement

Handled angry customers

Conflict resolution and customer communication

Your top five transferable skills

Use plain language. Choose skills you can explain with a true example.

3. Build one evidence statement

Use this formula: **Action + context + purpose or result.**

Example

Coordinated daily priorities during staffing shortages to maintain service and complete time-sensitive work.

Your first draft

Start with a strong verb. Add the situation. End with why it mattered.

Honesty check

- I can explain this statement naturally in an interview.
- It does not claim a result I cannot verify.
- It describes my contribution without taking credit for the entire team.
- It uses specific language instead of empty adjectives.

NEXT STEP

Use this snapshot with the Resume Accomplishment Builder to turn more responsibilities into credible resume evidence.