

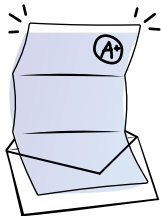
Identify Your Skills



When looking to advance and/or transition your career, you may be confronted with a “skills gap”. The term “skills gap” describes the difference between skills an employer wants as outlined in the job description and those a candidate can offer. While there are some very specific technical skills you may need to develop in order to thrive in a position, in most cases the “skills gap” is more of a perception gap. Whether in a new position or dealing with new coursework, you can fill the perceived gap by viewing your qualifications as a collection of skills rather than just experience.

Types of skills

First, it's important to know the different kinds of skills employers look for:



Hard skills

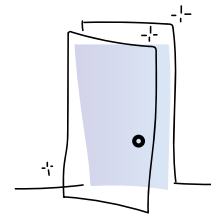
Gained through hands-on experience or training. Hard skills can be tested to prove their capacity. It could be a mastery of a specific technology or software program.

Examples: Emoney, editing, coding, etc.



Soft skills

Non-technical skills that are more human centric, intuitive, and subjective. *Examples: Creative thinking, teamwork, or decision-making.*



Transferable skills

Hard and soft skills that transfer from one setting (work, school, or home) to another.

Examples: Leadership, organization, and research.

What are your relevant skills?

Go through the skills inventory below. Identify and reflect on an example of time when you developed or demonstrated each skill.

Adapability/Flexibility

Decision making/Ethical Judgement

Leadership

Research

Communication

Global Fluency

Problem Solving & Critical Thinking

Teamwork/Collaboration

Creativity/Innovation

Influence/Persuade

Professionalism/Work Ethic

Technology