



Personal skills checklist

Checklist 1 – Personal skills

Ask yourself which personal skills listed here match yours, and how they may be applied to the workplace. Use these terms in your written applications, job interviews and any time you are discussing your skills with a potential employer. Be prepared to provide examples of how you have used these skills.

Are you...	Personal skill
Careful, precise, free from error?	Accurate
Able to adapt oneself to new surroundings, to make suitable change so as to fit new conditions?	Adaptable
Watchful, wide awake, ready to act?	Alert
Full of ambition, strong desire to do' something?	Ambitious
Feeling and inspiring friendliness, likeable?	Amiable
Good at employing analytic methods, separating things into their parts or elements?	Analytical
Able to express yourself clearly?	Articulate
Insistent on one's rights or opinions?	Assertive
Able to notice, pay attention, careful attention?	Attentive
Tolerant or liberal in thought or opinion?	Broad-minded
Practical, systematic?	Businesslike
Serene, still, peaceful, undisturbed?	Calm
Skilled and able to...?	Capable
Watchful, cautious, concerned for?	Careful
Adequately qualified, have ability in...?	Competent
Trusting, fully assured, have belief and trust in yourself?	Confident
With good moral understanding of right and wrong?	Conscientious
Constant to same principles, not changing?	Consistent
Able to work well with others?	Cooperative
Devoted to your aims and goals?	Dedicated
Described as able to be relied on?	Dependable
Resolved on a course of action?	Determined
Competent, capable, able to get results?	Efficient
Active, full of life, vigorous, an energetic worker?	Energetic
Active, full of life, vigorous, an energetic worker?	Energetic
With strong interest and great eagerness?	Enterprising
Manageable, adaptable, versatile?	Flexible
Energetic, industrious?	Hardworking
Sincere?	Honest
Ability to work on your own without being constantly supervised?	Independent
Hardworking, diligent?	Industrious
Good at making changes, introducing something new?	Innovative



Are you...	Personal skill
Able to clearly recognise your need for having a job?	Motivated
A person who believes that good prevails over bad?	Optimistic
Eager to place things in working order?	Organised
Calm?	Patient
Genuinely able to enjoy working/being with people?	People-oriented
Steadfast pursuit to an aim, refusing to give up, applying continued effort?	Persevering
Inclined or suited to useful action, rather than speculation?	Practical
Good at making things?	Productive
Of practical views/policy, truth/detail, presenting people/scenes as they are?	Realistic
Dependable?	Reliable
Able to supply what is needed, quick witted?	Resourceful
Capable of rational conduct, trustworthy?	Responsible
Able to turn easily or readily from one occupation/job to another, changeable?	Versatile

Checklist 2 – Transferable skills

Ask yourself which transferable skills below match yours and how they may be applied to the workplace. Use these terms in your written applications, job interviews and anytime you are discussing your skills with a potential employer. Be prepared to provide examples of how you have used these skills.

Do you / Are you...	Transferable skills
Able to learn a new task and/or work in a different area with different co-workers?	Adapt to situations
Break a problem down to see what is really going on?	Analytical
Put things together with your hands?	Assemble products
Use a calculator, cash register or computer to answer numerical questions?	Calculate numbers
Speak and/or write well and get your ideas across to other easily?	Communication
Always think about how others may feel about things, especially before you say or do things that may affect them?	Considerate
Believe in and feel good about yourself?	Confident
Use your imagination to come up with new ideas or to solve problems?	Creative
Make good judgments about what to do in a difficult situation, even when the supervisor is not present?	Decision making
Assign tasks to others to complete?	Delegate
Counted on to do what you said you would do (ie show up for work on time, do your job duties well)?	Dependable
Perform tasks in the fastest and simplest ways that they can be done?	Efficient



Do you / Are you...	Transferable skills
Have lots of energy to use at work?	Energetic
Tell others why you do certain things the way you do or why you think the way you do?	Explain
Carry out many different responsibilities with very little advanced notice?	Flexible
Set goals for yourself to achieve and plan ways to achieve them?	Goal setting
Deal effectively with complaints made by customers or other constructive criticism?	Handle complaints
Enjoy helping people solve their problems?	Helpful
Look at things and make sense of them, figure out what makes things work, why there is a problem, etc?	Interpretation
Do new things and carry out new responsibilities easily by watching other or by following instructions?	Learn quickly
Listen/pay attention to what others are saying, without daydreaming or forming judgment about them?	Listen
Help keep others' spirits up and encourage them to do their best?	Motivate others
Keep track of items and how to order them?	Order goods/supplies
Arrange people/plan events/put things in order so that they run smoothly?	Organised
Turn relevant equipment on and off as well as know how to use it safely and wisely?	Operate equipment
Think ahead about your day and keep problems/accidents from happening?	Planning
A nice person for others to talk to and be with?	Pleasant
Make sure that things are done accurately, correctly and exactly	Precise
Write thorough and accurate notes/numbers?	Record data
Think of new, creative and different ways to do things when there are no obvious solutions available?	Resourceful
Feel very confident and positive about yourself and your abilities?	Self -assured
Friendly, patient and polite with customers and try your best to service their needs/wants?	Service customers
Watch others to make sure that everything is ok and/or that they are doing their jobs well?	Supervise
Follow instructions well, ask questions when you do not fully understand something?	Take instructions
Plan your time so that you don't forget to do things, you're almost always/always on time and you know how to prioritise and give yourself enough time to do the things?	Time management
Figure out what the problem is, why there is a problem or prevent a problem?	Trouble -shoot
Trusted to get the job done, to look after things or keep information that is very important to other people?	Trustworthy