

## ACTIVITY 2

# IDENTIFYING YOUR STRENGTHS & SKILLS

This activity can also be found on page 24 of *You're Hired! Standout CVs*, written by Corinne Mills and published by Trotman in 2023.

Your strengths are your natural abilities which you use easily and without even thinking about. Your skills are likely to have been learnt more consciously through training or experience, e.g. you may always have been strong at maths but managing a budget was a skill you had to learn.

Here's a list of strengths and skills. This isn't an exhaustive list but is designed as a useful prompt to help identify your capabilities.

adapting	cultivating	financing	managing people	recruiting
administering	customer service	fixing	marketing	rehabilitating
advising	decision-making	forecasting	measuring	relationship building
analysing	delegating	generating ideas	mediating	repairing
anticipating	demonstrating	growing plants	memorising	report writing
appraising	designing	guiding	mentoring	representing
articulating	detailing	handling conflict	modelling	researching
assembling	detecting	helping	moderating	restoring
assessing	developing	illustrating	motivating	risk assessment
auditing	diagnosing	implementing	negotiating	scheduling
briefing	diplomacy	improving	networking	selling
budgeting	directing	improvising	operating	setting objectives
building	displaying	influencing	ordering	simplifying
calculating	disproving	informing	organising	sorting
certifying	dissecting	initiating	painting	structuring
chairing	disseminating	innovating	persuading	summarising
classifying	documenting	inspecting	piloting	supervising
coaching	drafting	inspiring	pioneering	systematising
collaborating	drawing	installing	planning	teaching
collating	driving	interpreting	precision	team building
communicating (face-to-face)	editing	interviewing	presenting	testing
communicating (telephone)	educating	inventing	prioritising	time-management
computing	empathising	investigating	problem-solving	training
conceptualising	empowering	judging	procuring	trouble-shooting
constructing	enforcing	launching	promoting	using tools
consulting	estimating	leading	proof-reading	valuing
controlling	evaluating	learning quickly	public speaking	versatility
coordinating	examining	lecturing	publicising	visualising
coping	experimenting	liaising	purchasing	winning
counselling	explaining	lifting	quantifying	working to deadlines
creating	facilitating	listening	raising animals	working under pressure
	filling	making presentations	reconciling	writing
	finalising	managing	recording	

Consider the following questions to help you discover your strengths and skills – and don't be modest!

### STRENGTHS

What do you think are your natural strengths?

What do you enjoy doing at work, and what comes easily to you?

How do these strengths show themselves at work?

## SKILLS

	Skill	Ranking 1–3
List as many skills as you can, and rank them as follows: 1. I'm good at this and enjoy using this skill. 2. I'm capable of and comfortable using this skill. 3. I have this skill, but I don't particularly enjoy using it.		

## SKILLS & STRENGTHS

What do other people think are your strengths and skills?	
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