

Partners in Policymaking Employment Course: Module 3: Finding a Career Meant for You

WORKSHEET #4: Skills and Abilities

My Name: _____

Today's Date: _____

Part 1:

Describe 3 of your favorite experiences. Then identify the skills and abilities you use. These experiences can include:

- Travel.
- Living in another place.
- School projects or classes.
- Community activities.
- Volunteer activities.
- Work experiences.
- Hobbies.

Use the following example as a guide.

EXAMPLE #1

Experience:

- Cared for a neighbor's dog and cat while she was on vacation.

Skills used:

- Walked dog on leash
- Washed out the water bowls and filled them with fresh water
- Measured out the correct amount of food for each animal
- Cleaned cat's litter box
- Secured and locked the house after leaving
- Swept up food that the animals spilled

Abilities:

- Trustworthy
- Organized
- Punctual
- Careful

Now it's your turn!

Experience #1

Describe the Experience:

Skills:

Abilities:

Experience #2

Describe the Experience:

Skills:

Abilities:

Experience #3

Describe the Experience:

Skills:

Abilities:

Part 2:

Read over your work.

List the skills and abilities that appear more than once and the skills you like to use the most.

Which skills appear more than once?

Which skills do you like to use the most?