



# Your skills checklist

## Unlock your workplace potential

### What is this checklist for?

This checklist helps you figure out what you're good at (your skills) and how you can show these skills when you apply for a job or a training course.

#### Why employers value skills

Along with job-specific or technical skills, employers also look for employability skills (sometimes called soft skills). These skills show how you work with others, manage yourself at work, solve problems and communicate in everyday workplace situations.

Employers often decide who to hire not just on what you can do, but how you do it.

Find out what you're good at and get ready for future jobs by making your own skills checklist.



#### Personal skills

These are qualities that make you who you are, like being reliable, friendly or confident.



#### Transferable skills

These are skills you can use in different situations such as communicating clearly and working well with others.



#### Technical skills

Job-specific skills and knowledge (for example, operating machinery, bookkeeping or health care skills).

#### Core skills employers commonly look for

- **Communication:** Speaking, listening, writing and using technology to share information clearly.
- **Problem solving:** Handling issues as they arise and finding practical solutions.
- **Teamwork:** Working well with others and contributing positively to a team.
- **Technology:** Using digital tools and being willing to learn new systems.
- **Self-management:** Being reliable, organised, motivated and able to work independently.

These skills are valuable in any workplace and can be highlighted in your resume and job application.



Employers like it when you can clearly explain and show how you use your skills in real life.



### Using positive skill words

When writing resumes, applications or talking with employers, the words you choose can make a big difference. Using positive, action-focused words helps clearly show what you did and how you contributed.

For example, instead of saying “I talked to other people about the task”, you could say “I consulted with my colleagues about the task.”

#### Examples of positive action words

- **Communication and teamwork:** consulted, collaborated, liaised, facilitated, guided, supported
- **Problem solving and initiative:** analysed, resolved, improved, streamlined, devised, implemented
- **Organisation and reliability:** organised, scheduled, prioritised, maintained, monitored, coordinated
- **Leadership and responsibility:** led, supervised, mentored, trained, motivated, delegated

## Personal skills

### Checklist 1

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.

When completing this checklist, think about skills you have developed through:

- work (paid or unpaid);
- volunteering or community activities;
- caring for family or others;
- sport, hobbies and cultural activities; and
- school, training and life experience.

Are you...	Personal skill	
careful and free from error?	Accurate	
able to adjust to new situations and changes?	Adaptable	
watchful and ready to act?	Alert	
a goal setter who works hard to achieve them?	Ambitious	
friendly and easy to get along with?	Amiable	
able to break down problems to understand them?	Analytical	
able to speak clearly?	Articulate	
able to confidently share your ideas or opinions?	Assertive	
good at attention to detail?	Attentive	
good at listening to different ideas and opinions?	Broad-minded	
able to act in a professional way?	Businesslike	
undisturbed in stressful situations?	Calm	
skilled and able to complete tasks well?	Capable	



Are you...	Personal skill	
cautious to avoid mistakes?	Careful	
able to do tasks at a good standard without needing help?	Competent	
able to trust yourself, try tasks and share ideas?	Confident	
able to do the right thing, even when no one is watching?	Conscientious	
always thinking about others?	Considerate	
reliable and able to keep working at the same standard?	Consistent	
able to work well as part of a team?	Cooperative	
good at coming up with new ideas or solutions?	Creative	
devoted to staying committed to your goals?	Dedicated	
able to be counted on by others to do what you say?	Dependable	
able to keep going even when tasks are difficult?	Determined	
capable of getting work done well without wasting time?	Efficient	
motivated to stay focused at work?	Energetic	
willing to have a go and look for ways to improve things?	Enterprising	
able to change tasks or plans when needed?	Flexible	
able to stick with tasks, and not give up when work becomes hard?	Hardworking	
able to solve others problems?	Helpful	
good at telling the truth and doing the right thing?	Honest	
able to manage your own tasks and make decisions on your own?	Independent	
good at putting effort into your tasks?	Industrious	
able to think of new ideas or find better ways to do things?	Innovative	
excited by doing well without being pushed?	Motivated	
a positive person who believes things can improve?	Optimistic	
able to plan, keep track of tasks and meet deadlines?	Organised	
someone who stays calm and doesn't get frustrated when things take longer than expected?	Patient	
good at treating people with respect and able to work with others?	People-oriented	
able to keep trying and not give up when work is hard?	Persevering	
a nice person and liked by others?	Pleasant	
solutions focused, tackling tasks in a sensible way?	Practical	
good at making sure that things are done right?	Precise	
good at using your time well and getting tasks finished?	Productive	
able to set achievable goals?	Realistic	
good at doing what you say you will and showing up on time?	Reliable	
able to solve problems?	Resourceful	
good at completing tasks you are given and taking ownership for your actions?	Responsible	
able to look after things or keep information to yourself?	Trustworthy	
able to adapt and try different tasks as needed?	Versatile	



## Transferable skills checklist

### Checklist 2

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.

You may see these skills described in job ads as:

- demonstrated effective problem-solving skills;
- ability to work in a team environment with limited supervision; and
- strong communication skills, both written and verbal.

Do you...	Transferable skill	
learn new tasks or work in different roles?	Adapt to situations	
put things together using instructions?	Assemble products	
use numbers for work tasks?	Calculate numbers	
clearly explain ideas when speaking or writing?	Communication	
make good choices on your own when needed?	Decision making	
give tasks to others when appropriate?	Delegate	
speak about your reasons or decisions with others?	Explain	
set tasks and plan how to achieve them?	Set goals	
deal with negative comments in a calm and polite way?	Handle complaints	
understand information and what it means?	Interpretation	
pick things up by watching or following instructions?	Learn quickly	
pay attention carefully without interrupting?	Listen	
encourage others to do their best?	Motivate others	
keep track of items and how to order them?	Order goods/supplies	
use relevant tools safely and correctly?	Operate equipment	
think ahead to avoid problems?	Planning	
collect information and write it down so you can keep track later?	Record data	
act friendly, patient and polite with customers?	Service customers	
watch others to make sure they are doing their jobs well?	Supervise	
listen to information given to you by others?	Take instructions	
plan your time and meet deadlines?	Time manage	
find out what went wrong and change it?	Troubleshoot	



## Skills and examples for job applications

Skill	How you can use it in an application or interview
<b>Accurate</b>	Ensure tasks are completed carefully and without errors, useful in precision roles.
<b>Adaptable</b>	Adjust to new environments or changes, valuable in dynamic workplaces.
<b>Alert</b>	Enable quick responses and readiness to act, beneficial in vigilant roles.
<b>Ambitious</b>	Achieve goals and willing to work hard to make them happen, ideal for career growth and leadership.
<b>Amiable</b>	Promote friendliness and likability, essential for teamwork and customer-facing roles.
<b>Analytical</b>	Assist in breaking down complex problems, useful in research or technical roles.
<b>Articulate</b>	Facilitate clear communication, important for presentations or negotiations.
<b>Assertive</b>	Help in confidently expressing opinions, useful in leadership roles.
<b>Attentive</b>	Ensure careful attention to details, valuable in focus-driven roles.
<b>Broad-minded</b>	Encourage tolerance and open-mindedness, beneficial in diverse workplaces.
<b>Businesslike</b>	Promote practicality and systematic approaches, ideal for administrative positions.
<b>Calm</b>	Maintain composure under pressure, useful in high-stress environments.
<b>Capable</b>	Demonstrate skill and ability, applicable across various tasks and responsibilities.
<b>Careful</b>	Ensure cautious and thorough work, valuable in safety-critical roles.
<b>Competent</b>	Reflect adequate qualifications and ability, essential for professional credibility.
<b>Confident</b>	Build trust and assurance, important for leadership and client-facing roles.
<b>Conscientious</b>	Promote ethical decision-making, useful in roles requiring integrity.
<b>Consistent</b>	Ensure reliability and adherence to principles, valuable in long-term projects.
<b>Cooperative</b>	Enhance teamwork and collaboration, essential for group projects.
<b>Dedicated</b>	Show commitment to goals, ideal for roles requiring perseverance.
<b>Dependable</b>	Ensure reliability, critical for roles requiring trust.
<b>Determined</b>	Drive persistence in achieving objectives, useful in challenging roles.
<b>Efficient</b>	Promote productivity and results, ideal for streamlining processes.
<b>Energetic</b>	Bring vigor and enthusiasm, valuable in fast-paced roles.
<b>Enterprising</b>	Encourage initiative and eagerness, useful in entrepreneurial positions.
<b>Flexible</b>	Adapt to changes and varied tasks, essential in dynamic workplaces.
<b>Hardworking</b>	Demonstrate diligence and effort, applicable across all industries.
<b>Honest</b>	Build trust and credibility, critical for roles requiring transparency.
<b>Independent</b>	Enable self-sufficiency, useful in remote work or unsupervised roles.
<b>Industrious</b>	Reflect dedication and hard work, valuable in roles requiring consistent effort.



Skill	How you can use it in an application or interview
<b>Innovative</b>	Encourage creativity and new ideas, ideal for research or creative industries.
<b>Motivated</b>	Drive enthusiasm and focus, useful in achieving personal and organisational goals.
<b>Optimistic</b>	Promote positivity and morale, beneficial in team environments.
<b>Organised</b>	Ensure efficient planning and execution, critical for project management.
<b>Patient</b>	Maintain calmness and tolerance, essential for teaching or caregiving.
<b>People-oriented</b>	Enjoy working with others, ideal for HR or customer service roles.
<b>Persevering</b>	Demonstrate persistence, useful in overcoming challenges.
<b>Practical</b>	Focus on actionable solutions, valuable in problem-solving roles.
<b>Productive</b>	Ensure efficient output, ideal for manufacturing or creative industries.
<b>Realistic</b>	Promote practical and truthful approaches, useful in planning roles.
<b>Reliable</b>	Build trust and dependability, critical for leadership roles.
<b>Resourceful</b>	Encourage problem-solving and adaptability, valuable in challenging situations.
<b>Responsible</b>	Reflect accountability and trustworthiness, essential for leadership roles.
<b>Versatile</b>	Adapt to varied tasks and roles, useful in multitasking positions.

## Make your skills list

Use the skills and examples above to make your own list of skills. This list will help you show what you can do when you apply for jobs or training.

Why are these skills important?

- Employers look for people who can show they have these skills.
- Knowing your skills helps you write a better resume and do well in interviews.
- You can use examples from school, sports or hobbies to show your skills.



### Tips for showing your skills:

- Use the skill words (like 'adaptable' or 'resourceful') in your applications.
- Give real-life examples of when you used each skill.
- Match your skills to what the job or course is asking for.
- Keep updating your list as you learn new things.



Regularly review and update your skills list with new skills, experiences, and achievements. These will increase over time as you learn more and find out more about yourself as you move forward in your work life or pathway.

