



EXPLORE  
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CAREER

## SKILLS CHECKLIST

Place a check mark next to skills you do well in any setting. Other skills may come to mind, which you can write in. These skills can be used for resumes and to tell people about your experience while networking.

Need to develop more skills? Join a club, volunteer, or find campus leadership training!

### Organization and Teamwork Skills

Arrange	Inspire	Prioritize
Coach	Lead	Process
Compile	Maintain	Produce
Collaborate	Manage: <i>people, operations,</i>	Recruit
Coordinate	<i>time, details</i>	Reorganize
Direct	Meet deadlines	Represent
Distribute	Mentor	Schedule
Enforce	Moderate	Start
Facilitate	Motivate	Supervise
Gather data	Operate	Train
Implement	Organize	Update
Initiate	Plan	

### Communication Skills

Brainstorm	Illustrate	Propose
Communicate: <i>verbally &amp; nonverbally</i>	Influence	Publicize
Compose	Inform	Report
Contact	Interpret	Sell
Demonstrate	Interview	Teach
Edit	Listen	Train
Educate	Mediate	Translate
Explain	Negotiate	Write
Facilitate	Present	
	Promote	



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### Customer Service Skills

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Advise	Maintain positive approach
Answer	Show patience
Assist	Solve problems
Calm	Support
Consult	Provide
Develop relationships	Persuade
Inform	Understand
Listen actively	Clarify

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### Technical Skills

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Adapt	Generate	Resolve
Analyze	Handle: <i>materials, equipment</i>	Secure
Assess	Identify	Simplify
Build	Implement	Transform
Calculate	Improve	Troubleshoot
Create	Install	Upgrade
Customize	Invent	(Don't forget your <i>computer skills</i> )
Design	Investigate	
Develop	Program	
Discover	Repair	
Engineer	Research	

Need more help? **MSU Denver Office of Career Services** can help you identify and express your skills to help you meet your goals. **Stop by at Tivoli 215 or call us at 303-556-3664.**



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