



SKILLS AND EXPERIENCE

Part I – Skills Inventory

To complete this activity, check off the box that corresponds with your proficiency with each skill. Highlight the skills you think are most relevant to your career goals.

*For more detail on each skill consult the Queen's Skills Cards
(<https://careers.queensu.ca/skillscards>)*

Skill	High	Mid	Low	Example or Other Notes
Accountability				
Actively Anti-Oppressive				
Adaptability				
Advocacy				
Analysis and Synthesis				
Attention to Detail				
Civic Participation				
Community Building				
Community Engagement				
Creative Expression				
Creativity				
Critical Thinking				
Customer Service				
Empathy				
Ethics and Integrity				
Financial Literacy				
Fostering Inclusion				
Global Perspective				
Identity Development				
Indigenous Cultural Awareness				

Indigenous Knowledge/Ways of Knowing				
Initiative				
Intercultural Skills				
Interpersonal Skills				
Maintaining Health and Wellness				
Marketing				
Mentoring, Coaching, and Advising				
Navigating Group Dynamics				
Networking				
Oral Communication				
Organization and Time Management				
Persuasion				
Problem Solving				
Project Management				
Research				
Resilience				
Self-Improvement				
Self-Management				
Supervising and Leading Others				
Teaching and Facilitating				
Teamwork				
Understanding Leadership Styles				
Utilizing Technology				
Writing				
Other Skill:				
Other Skill:				
Other Skill:				

Part II – Deep Reflection

Using a specific experience from Part 1, take your reflections deeper to pull out valuable insights about yourself and your experience that you can weave into stories in job interviews, applications for grad school, or to help inform your career decisions.

1. What was the most challenging thing about this experience? How did I overcome it?
2. What results or accomplishments came from my work? How did I achieve my goals?
3. What impact did I have on those around me, or the environment I was in?
4. How did this experience change me? What do I do or see differently now?
5. What was the most significant thing about this experience for a potential employer? How could this experience help you make a bigger contribution?
6. What is the biggest thing I learned? Why does it matter? How will I apply it in the future?
7. Did it reveal any areas for future growth? Certain skills or knowledge that I want to improve? What specific goals can I set to grow in these specific areas?