

My **work experience** is in the following areas: \_\_\_\_\_

\_\_\_\_\_.

My best work experience was: \_\_\_\_\_

I can: \_\_\_\_\_

\_\_\_\_\_

I know how to \_\_\_\_\_

\_\_\_\_\_

I am interested in **working in the following fields**: \_\_\_\_\_

\_\_\_\_\_

**Job titles that interest me** are: \_\_\_\_\_

\_\_\_\_\_

My education includes: \_\_\_\_\_

\_\_\_\_\_

Employers often look for the **following 11 skills**. I score myself from **1 to 5 (low to high)** on each.

**Customer Service Skills** Score \_\_\_\_

**Computer Skills** Score \_\_\_\_

**Teamwork** Score \_\_\_\_

**Mechanical Skills** Score \_\_\_\_

**Ability to Learn New Skills** Score \_\_\_\_

**Written English** Score \_\_\_\_

**Leadership** Score \_\_\_\_

**Spoken English Communication** Score \_\_\_\_

**Positive Attitude** Score \_\_\_\_

**Problem-solving Skills** Score \_\_\_\_

**Getting Along with People Skills** Score \_\_\_\_

Here are some **additional skills or talents:** \_\_\_\_\_

---

---

Here are a few of my **personal character strengths:**

---

---

These are some **things co-workers, bosses and friends have said about me:**

---

---

---

This is **something that makes me special or something I have overcome:**

---

---

These are some **companies or organizations for whom I would like to work:**

---

---

**Some challenges:**

**I need** \_\_\_\_\_

---

---

**I want** \_\_\_\_\_

---

---

**I am willing to** \_\_\_\_\_

---

---

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_