

SKILL MAPPING WORKSHEET

Instructions:

1. Read through the skills list.
2. Put a ✓ next to any skill you think you've used.
3. In the right-hand column, write down **what experience or job** helped you build or show that skill.

Skill	Example of When/Where You Used This Skill
<input type="checkbox"/> Public speaking	_____
<input type="checkbox"/> Teamwork	_____
<input type="checkbox"/> Problem-solving	_____
<input type="checkbox"/> Organizing events	_____
<input type="checkbox"/> Conflict resolution	_____
<input type="checkbox"/> Leading a group	_____
<input type="checkbox"/> Time management	_____
<input type="checkbox"/> Writing or editing	_____
<input type="checkbox"/> Mentoring or coaching	_____
<input type="checkbox"/> Active listening	_____
<input type="checkbox"/> Collaboration	_____
<input type="checkbox"/> Planning ahead	_____
<input type="checkbox"/> Meeting deadlines	_____
<input type="checkbox"/> Taking initiative	_____
<input type="checkbox"/> Multitasking	_____
<input type="checkbox"/> Digital literacy (email, Google Docs, Canva, etc.)	_____



Skill

Example of When/Where You Used This Skill

☐ Using social media professionally

☐ Managing a budget or money

☐ Facilitating group discussions

☐ Researching a topic

☐ Advocacy

☐ Networking

☐ Communicating across differences

☐ Leadership

☐ Empathy

☐ Cultural awareness

☐ Creativity

☐ Reliability

☐ Following instructions

☐ Critical thinking

☐ Flexibility/adaptability

☐ Managing stress

☐ Customer service

☐ Event setup/logistics

☐ Note-taking

☐ Email communication



Skill	Example of When/Where You Used This Skill
<input type="checkbox"/> Attending meetings	_____
<input type="checkbox"/> Asking questions	_____

REFLECT:

1. Which of these skills do you enjoy using most?
2. Which ones do you want to grow?
3. Which ones could be added to your resume today?

