

IDENTIFYING DIFFERENT TYPES OF SKILLS

Part 1: Identify your skills

1A: Professional skills: Professional skills are field-specific, learnable abilities that are needed in studies or work.

Think about your studies, work experience, volunteering, or hobbies.

Write down 5 professional skills you have:

- 1.
- 2.
- 3.
- 4.
- 5.

1B: General work-life skills: These are broad skills that are helpful in any work environment.

Think about how you interact with others and how you complete tasks.

Write down 5 general work-life skills you have:

- 1.
- 2.
- 3.
- 4.
- 5.

1C: Personal strengths: Personal strengths are characteristics and attitudes that help you succeed in work and in life.

Think about how you meet challenges and how you work with others.

Write down 5 personal strengths you have:

- 1.
- 2.
- 3.
- 4.
- 5.

Part 2: Your skills in action

Choose 2 skills (from any category) and describe how you have used them.

Skill 1:

- Where/when did you use this skill?
- What did you do?
- What was the result?

Skill 2:

- Where/when did you use this skill?
- What did you do?
- What was the result?

Part 3: Reflect

Reflect on which skills you would highlight when applying for a job. Write down the top 3 skills you would highlight and why you think these are important:

- 1.
- 2.
- 3.



Read more in the Metropolia Career Guide behind the QR code