

PERSONAL SKILLS PROFILE

Being able to articulate your skills is essential when looking for work, but it also helps you move forward in your career and in teamwork when you can talk about your skills and career aspirations clearly and engagingly. Making your skills visible takes practice, but this skill grows with experience. **You can practise identifying and presenting your skills by creating your own skills profile.**

In this exercise, you summarise everything you have learned in the “Recognising Your Skills” section of this Career Guide into a clear skills profile that you can use when looking for work and planning your career.

- Include all relevant areas of expertise in your skills profile.
- Focus on the skills and strengths you want to use and develop in the future.
- Returning to your skills profile and updating it from time to time will further strengthen your self-awareness. Over time, your professional profile will become clearer.

Below is a complete list of skills areas. Answer each part for a full skills profile.

My most important professional skills

My most important working life skills

My most important meta-skills

My most important transferable skills

My most important character strengths

My most important strengths as an employee

My most important achievements and successes

My core values

What motivates me most

What interests me

What I want to learn and develop in the future

My career goals

Read more in the Metropolia Career Guide behind the QR code

