

SKILLS INVENTORY

NAME: _____

Example:

SKILLS I HAVE	WHERE I HAVE USED THAT SKILLS	HOW COULD I SHOW THAT TO AN EMPLOYER
WRITING	<ul style="list-style-type: none">• College courses• Articles for "The Voice"• CURCA project	Include links to my published articles and research briefs; Make sure written content in job materials is reviewed
PUBLIC SPEAKING	<ul style="list-style-type: none">• CURCA Conference• SGA Representative• Class presentations	Link to CURCA Program Booklet; Highlight presentations in cover letter; List leadership activities on resume

SKILLS I HAVE	WHERE I HAVE USED THAT SKILLS	HOW COULD I SHOW THAT TO AN EMPLOYER

Westfield State University Career Center

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