

Skills Translator

1. Fill in your experience or activity in the small box.
2. List what skills you use to accomplish that experience/activity in the Skills box.
3. Use the Soft Skills Inventory list to help you.

Add example*

Experience/Activity

--



Skills

Experience/Activity

--



Skills

Soft Skills Inventory

Take a look at the list below and select 10-15 soft skills that best describe you and your experience.

- | | |
|---|---|
| ☐ Active Listening | ☐ Critical Thinking |
| ☐ Problem solving | ☐ Analytical |
| ☐ Communication (verbal and written) | ☐ Accountability |
| ☐ Ability to handle conflict | ☐ Innovative |
| ☐ Adaptability/flexibility | ☐ Resourceful |
| ☐ Works well independently | ☐ Resilient |
| ☐ Teamwork | ☐ Professionalism |
| ☐ Positive attitude | ☐ Commitment |
| ☐ Responsible | ☐ Dedication |
| ☐ Dependable/Reliable | ☐ Diligence |
| ☐ Collaboration | ☐ Respectful |
| ☐ Patience | ☐ Punctual |
| ☐ Empathy | ☐ Ability to learn quickly |
| ☐ Motivation | ☐ Initiative |
| ☐ Leadership | ☐ Good work ethic |
| ☐ Organization | ☐ Performs well under pressure |
| ☐ Multitasking | ☐ Goal oriented |
| ☐ Creativity | ☐ Investigative skills |
| ☐ Attention to detail | ☐ Relationship building |
| ☐ Customer Service | |
| ☐ Time Management | |

References:

List 3-4 References (at least 2-3 professional).

Name: _____

Relationship: _____

Email: _____

Phone: _____

Name: _____

Relationship: _____

Email: _____

Phone: _____

Name: _____

Relationship: _____

Email: _____

Phone: _____

Name: _____

Relationship: _____

Email: _____

Phone: _____

Employment History

Employer name: _____

Dates of employment: _____ to _____

Employer Address:

_____ City _____ State _____ Zip

Employer phone: _____

Employer name: _____

Dates of employment: _____ to _____

Employer Address:

_____ City _____ State _____ Zip

Employer phone: _____

Employer name: _____

Dates of employment: _____ to _____

Employer Address:

_____ City _____ State _____ Zip

Employer phone: _____

Prior Addresses

Include current and prior addresses up to 5 years starting with the most recent.

Current Address:

City

State

Zip

Dates of residence: _____

Prior Address: _____

City

State

Zip

Dates of residence: _____ to _____

Prior Address: _____

City

State

Zip

Dates of residence: _____ to _____

Prior Address: _____

City

State

Zip

Dates of residence: _____ to _____