

# Skill Assessment Worksheet

This worksheet is designed to assist you in writing a functional resume by identifying your main functional skills. In the first column, list those jobs, activities, class projects and/or volunteer experiences you have been involved in which you feel would be relevant for your resume. List your duties and responsibilities in the second column (you may want to state your responsibilities in short phrases using an action verb to start the phrase) and the skills required to perform your duties, or skills developed as a result of your responsibilities and accomplishments in the third column. After listing your skills, arrange those skills that are most similar in clusters under a main functional heading. A functional headings listing is included in this handout.

## 1. JOB/ACTIVITY

## DUTIES/RESPONSIBILITIES

## SKILLS REQUIRED

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

## 2. JOB/ACTIVITY

## DUTIES/RESPONSIBILITIES

## SKILLS REQUIRED

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

## 3. JOB/ACTIVITY

## DUTIES/RESPONSIBILITIES

## SKILLS REQUIRED

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.