



Assess Skills Inventory

Your Assess Objective

To _____ the field of _____ within _____ at
(Enter, transition into or grow within) (Timeframe)

a _____ company to _____.
(Small, medium or large) (Learn about a function, gain broader experience or reduce my current workload)

What You Bring to the Table

Innate Skills (Personality traits:
Organized, Creative, Analytical)

Formal Education (Degrees,
Certifications, Licenses)

Acquired Skills (Learned over time:
Project Coordination, Problem Solving,
Sales Management)

Industry Experience (Financial Services,
Marketing, Healthcare) and **Level of
Experience Achieved** (Entry, Mid, Senior)



Articulate W.H.Y. Story Planner

Now go back to your Skills Inventory and review all the information you included there. Think of at least three to five real life stories (preferably work related) that paint a picture for the interviewer of those skills in action so they can visualize you in the new position.

Remember that past behavior indicates future behavior. You want to select stories where you can recall details and stories that ended in a positive outcome.

Story #1	Skills from Inventory Present in this Story:
Story #2	Skills from Inventory Present in this Story:
Story #3	Skills from Inventory Present in this Story:
Story #4	Skills from Inventory Present in this Story:
Story #5	Skills from Inventory Present in this Story: