

DATA:	This includes working with any type of factual information. Numbers of any sort (% , volume, area, frequency, measurements, lengths of time, monetary value, etc.). Data also includes: specifications, codes, surveys, drawing interpretations or any other type of research or data based information.
PEOPLE:	There are two questions to ask yourself when evaluating your people skills. 1. With what type of people were you involved (supervisor, customers, vendors, etc.)? 2. What did you do with, for, or to each of them?
THINGS:	Every occupation uses some type of tool, machine, or piece of equipment. No tool or piece of equipment should go overlooked. Remember, people are paid to answer the phone, drive nails using hammers, and dig up dirt with shovels.
IDEAS:	This is the most overlooked part of peoples' evaluation of their own work and educational experience. It's also one that might be the most valuable. Ask yourself if you've ever come up with a idea to make the job easier, more profitable, safer, etc.

SPECIFIC JOB-RELATED SKILLS

Data, People, Things, and Ideas (Can come from paid/volunteer work, education, and life). *IN THE FOLLOWING SPACES LIST THE DIFFERENT SPECIFIC JOB-RELATED SKILLS THAT YOU HAVE USED.*

DATA - The category of data involves working with facts, numbers, and other pieces of information. Make a list of the types of data you have worked with. (Customer files, expense reports, schedules, mileage logs, accounting records, etc.)

PEOPLE - What type of involvement have you had with other people while performing your job? (Meeting customers, handling complaints, supervising others, counseling children, interviewing customers, etc.)

Skills Identification

THINGS - What tools, machines, or equipment have you operated on previous jobs? (Typewriter, personal computer, table saw, arc welder, cash register, etc.)

IDEAS - What type of ideas have you had in your previous position? (Promotional ideas, solving problems, developed new system, etc.)

THAT WAS THE HARD PART. WE MADE THE IDENTIFICATION OF YOUR TRANSFERABLE AND SELF-MANAGEMENT SKILLS ON THE FOLLOWING PAGES EASIER BY SUPPLYING A LIST OF OPTIONS FOR YOU TO CHOOSE FROM. YOU WILL FIND THAT YOU POSSESS MANY OF THE SKILLS LISTED. IF SO, MARK THEM.