



THE CAREER CATALYST

Check the skills you have within each category and then rank each one, with 1 being low and 5 being high. Place the number to the left of each category heading. For each, think of how you can demonstrate having that skill, or how you learned it. Then, identify your top 4 or 5 categories and write the names on the lines at the bottom of the next page. Also note any skills you don't currently have but could easily develop with a star. These may become important if you're changing career paths.

Fundraising Research Analyze Strategize Program Develop Contact Inquire Inform Motivate Direct Persuade Monitor Coordinate	Public relations Assess Prepare Coordinate Present Negotiate Publicize Strengthen Promote Handle Participate Facilitate Troubleshoot	Accounting Record Assess Audit Prepare Maintain Forecast Calculate Estimate Figure Appraise Examine Measure Verify	Leadership Create Lead Encourage Manage Organize Compare Inspire Represent Govern Direct Advise	Finance Analyze Invest Budget Inventory Evaluate Appraise Construct Develop Acquire Deploy Manage Project
Writing Conceive Construct Craft Integrate Interpret Capture Abstract Express Inform Summarize Conclude	Craft/artisan Design Create Build Sculpt Entertain Perform Draw Render Illustrate Compose Construct Conceive Choreograph	Innovating Create Modify Change Upgrade Improve Design Activate Restructure Establish Stimulate Implement Transform	Language Translate Interpret Lecture Converse Negotiate Compare Understand Comprehend Be proficient Demonstrate fluency Teach Tutor	Editing Read Review Analyze Check Compare Comment Correct Rewrite Revise Rework Amend Improve
Research & development Identify Evaluate Review Assess Compare Analyze Determine Critique Explain Prepare Recommend Conclude	Human resources Assess Analyze Recruit Survey Screen Interview Select Train Mediate Appraise Coordinate Align	Program development Analyze Design Construct Develop Prepare Strategize Coordinate Formulate Recommend Implement Persuade Organize	Management / supervision Coordinate Facilitate Plan Schedule Delegate Mediate Evaluate Strategize Develop Listen Consult Monitor	Teaching Educate Tutor Stimulate Inform Instruct Facilitate Awaken Explore Advise Counsel Motivate Train

Analysis Assess Observe Review Dissect Interpret Discern Conceptualize Discover Infer Illuminate Clarify Quantify Conclude	Consulting Troubleshoot Problem solve Assess Assist Arrange Guide Counsel Survey Serve Contribute Initiate Investigate Advise	Performing Create Present Play Interpret Act Sing Dance Perform Model Read Entertain Inspire Amuse	Information Appraise Analyze Inventory Structure Design Categorize Document Process Manage Program Link Coordinate Organize	Design Organize Explore Formulate Sketch Draw Draft Lay out Create Plan Style Pattern Build Display
Technical Conceptualize Design Troubleshoot Inspect Locate Edit Link Analyze Implement Construct Modify Operate	Selling Inform Educate Persuade Provide Assist Serve Trade Vend Handle Present Sell Conceive	Organizing & logistics Classify Assist Organize Maintain Liaise Support Arrange Systematize Schedule Coordinate Streamline Simplify	Marketing Review Assess Survey Analyze Quantify Identify Develop Announce Promote Advertise Advance Boost Create	Administration Monitor Track Assess Coordinate Requisition Assess Receive Process Serve Furnish
Service & hospitality Serve Assist Troubleshoot Present Maintain Help Coordinate Prepare Create Welcome Enhance Anticipate	Persuading Present Articulate Clarify Challenge Negotiate Inquire Reason Influence Convince Arbitrate Mediate Reconcile	Mechanical Analyze Design Construct Craft Troubleshoot Create Engineer Repair Manipulate Align Coordinate Balance	Investigating Pursue Interrogate Question Analyze Intuit Seek Search Probe Examine Explore	Counseling & healing Listen Sense Intuit Assess Analyze Assist Align Coordinate Understand Inform Facilitate Help

Top categories:

1. _____
3. _____
5. _____

2. _____
4. _____