

Match Your Skills to Occupations (Exercise 1.1)

You should know what work-related skills you already have and how good you are at each. Find occupations that match the skills you want to use. You'll use this list to help you explore careers.

Directions: Write down a list of your skills: personal, transferrable, and occupational. You can use the skills listed in the table on the next page. Look at those skills and list your top 10 skills on the first table below.

Then, compare those skills with occupations. You can find occupations related to your skills at the library. Ask for the Occupation Outlook Handbook. Or, find online skill assessments on the bottom of this page. You can ask people close to you for feedback. Write down occupations that match your skills on the second table below.

Your Top 10 Skills

Do a skills assessment and then write down your top skills.

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Occupations that Match Your Skills

Do a skills assessment, then write down 5-10 occupations that are a good fit with your skills.

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Common Transferable Skills

Read over these skills and think if you have or need to gain any them.

Skill Set	Description	Examples
Basic Skills	These are skills needed by almost all workers. These skills are very important to have. Writing, for example, is a basic skill that gets you into a good job. Not having it can keep you out of a good job.	<ul style="list-style-type: none">• Learn new things• Listening• Math• Reading• Science• Speaking• Think critically
People Skills	These are some of the most needed and wanted skills. They're sometimes called "soft skills." These skills help people to work well with others.	<ul style="list-style-type: none">• Be aware of others• Coordinate with others• Help others• Negotiate• Persuade• Teach others
Management Skills	All workers need these skills, not just managers. Employers hire people who can keep track of projects, money, and their time.	<ul style="list-style-type: none">• Manage money• Manage people• Manage things• Manage time
Systems Skills	Can you understand how parts and wholes work together? For example, could you see what would happen to your company if a certain employee left? Or how a new tax law might change prices at the grocery store? Then you have systems skills.	<ul style="list-style-type: none">• Evaluate a system• Evaluate an organization• Understand a system• Make good decisions
Technical Skills	Technology includes computers and equipment. Computers are common in most workplaces. People in all occupations should know how to work with technology.	<ul style="list-style-type: none">• Choose tools• Control quality• Install equipment• Install programs• Maintain equipment• Check equipment• Operate equipment• Repair• Troubleshooting