THE UNIVERSITY OF ARIZONA
Student Engagement & Career Development

Mapping Your Skills

When employers are seeking the right fit, they're looking for a **combination of transferrable and technical skills**. Picture it like this "T": on the top are your transferrable or "soft skills" like leadership, collaboration, and communication that would be valuable in *any* job. Below are technical or analytical "hard skills" like knowledge of software, industry protocols, or certifications that might be required in specific industries.

Use this worksheet to compare a desired job description with the skills you already have. Take note of the skills mentioned in the job description, and list those you already have. Once you identify your transferrable and technical skills that align with the position description, follow the APR format (action + problem + result) to create specific bullet points illustrating your accomplishments using these skills.

The italicized gray text provides examples of skill based experiences—be sure to add your own!

TRANSFERRABLE SKILLS

Leadership	Collaboration	Communication	Critical Thinking	Etc.
Bookstore student supervisor job	*Engineering senior design project*	*Business comm. class final presentation*	*Eller case competition*	

TECHNICAL & ANALYTICAL SKILLS

DATA ANALYTICS: Excel for Business class; summer internship with Vanguard; stats class SPSS training