PRACTICAL TOOLKIT / C01

My Interests, Strengths & Skills Worksheet

Explore the activities you enjoy, the abilities you can demonstrate and the working conditions that suit you. Use evidence rather than assuming that enjoying a sport means enjoying every job within it.

What you will complete

A shortlist of two roles to investigate, one skill to develop and a dated next action.

How to use this document

1. Describe three real activities you enjoyed. State what you actually did, rather than writing only a personality label.

2. Identify skills shown by those activities and record evidence. Ask someone who observed the work for specific feedback.

3. Compare your preferences with two possible roles. Treat the result as a starting hypothesis, then test it through research or an appropriate experience.

Ready-to-use check

[ ] Each strength is supported by an example.

[ ] My shortlist includes questions I have not yet answered.

[ ] I have chosen one manageable next action.

Original educational planning aid. All sample names, organisations and figures are fictional. Blank pages are printable write-in templates; no automatic calculations or form fields are included.

Further reading - consulted 15 October 2026

CareerOneStop - Resume Guide

CareerOneStop - Portfolios

WORKED EXAMPLE / FICTIONAL

My Interests, Strengths & Skills Worksheet

Activity I enjoyed	Evidence of a skill	Possible connection
Designing a school fixture poster	Produced two layouts and revised one after feedback	Sport graphic design
Helping organise a school tournament	Prepared a fixture list and checked results	Event administration
Drawing a practice pitch layout	Explained scale and sight lines to a teacher	Venue design research

Fictional learner: Naledi

I prefer visual problem-solving and a mix of individual work and team feedback. I enjoy planning more than presenting to a large crowd.

Question	Completed response
Roles to investigate	Stadium architect; sport graphic designer
Evidence still needed	What a typical working week involves and which qualifications are relevant
Next skill	Create a labelled venue-layout sketch and request feedback
Next action	Arrange one supervised career conversation within 14 days

YOUR WRITE-IN TEMPLATE

My Interests, Strengths & Skills Worksheet

Template sheet 1 of 2 | Name / project: _____ Date: _____

Activities I enjoy - give three real examples

Skills demonstrated and evidence for each

Working conditions I prefer; tasks I would rather avoid

YOUR WRITE-IN TEMPLATE

My Interests, Strengths & Skills Worksheet

Template sheet 2 of 2 | Name / project: _____ Date: _____

Role to investigate	Why it may fit	Question to test

One skill I will develop and how I will practise

Person who can give me feedback and permission to contact them

My next action, deadline and review date