

PERSONAL SKILLS INVENTORY

Skills Developed	Challenge	Action taken	Results	Self-reflection/ Key takeaway
Adaptability (e.g challenge faced in an internship; situation where you handled a lot of pressure; time you failed)	To develop websites.	Learnt various web developing technologies.	Gained knowledge about website development.	
Analytical (e.g project where you had to perform detailed research and analysis)	To develop a working mechanical model as an academic project.	Conducted an intensive literature survey about the necessities of the project.	Developed a working automatic braking system.	
Communication (e.g convince someone of your idea, present complex information, get your point across)	To convince faculties for approving my idea for an academic project.	Gave a brief presentation in front of relevant members of faculties.	Got approval.	
Initiative (e.g stepped up to a challenge, identified a problem and took action to solve it, did something even though not				

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your responsibility)				
Skills Developed	Challenge	Action taken	Results	Self-reflection/ Key takeaway
Leadership (e.g coordinated several people to achieve a goal, led a group but not successful)				
Planning & Organization (e.g overcame a tight timeline, handled multiple responsibilities, manage your time and prioritize tasks)				
Problem-solving skills (e.g talk about a problem/obstacles faced to reach a goal and how you solved it)				
Teamwork (e.g when you worked on a team to achieve a goal; conflict faced when working on a team; working with a team	To build a team of 5 members for project work.	Find people of similar interest and divide everyone's role to achieve the final result.	Successfully achieved the required result in a given timeline.	



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member not cooperative)				
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