

The 10-Minute Hidden Skills Audit

Turn one ordinary experience into clear evidence of what you can do—even if it never came with a certificate, job title, or formal recognition.

Choose → Describe → Prove → Translate

01 · CHOOSE

Pick a real moment

A problem, responsibility, setback, difficult conversation, or situation you handled.

02 · DESCRIBE

Write what you did

Focus on your actions—not your title, personality, or what the group did.

03 · PROVE

Find the result

What became easier, clearer, faster, safer, calmer, or more organized?

04 · TRANSLATE

Name the capability

Use language another person can understand in a résumé, interview, project, or client conversation.

“I did not just handle a situation. I used an ability, took action, and created a result.”

Start with what actually happened.

Do not try to sound impressive. Specific and true is stronger than vague and polished.

1. What situation did you face?

Where were you? What needed attention? What made it difficult?

2. What did you personally do?

Use action verbs: organized, explained, compared, repaired, learned, planned, calmed, checked, adapted.

3. What changed because of your action?

Include observable evidence, even if you do not have a number.

Name the ability underneath.

Circle or highlight the capabilities that best match what you actually did. Choose one primary skill and, at most, two supporting skills.

Working with people

Communication

Listening

De-escalation

Teaching

Negotiation

Collaboration

Working through problems

Analysis

Troubleshooting

Decision-making

Research

Adaptability

Judgment

Getting things done

Planning

Prioritization

Coordination

Follow-through

Quality control

Time management

Learning and improving

Self-directed learning

Reflection

Process improvement

Experimentation

Resourcefulness

Primary capability

Supporting capability

Why these words fit the evidence

Build your evidence statement.

When [situation], I [specific action], which led to [result]. This demonstrates [capability].

SITUATION

ACTION

RESULT

CAPABILITY

My complete evidence statement

Quality check

- ☐ It describes something I genuinely did.
- ☐ It uses a specific action instead of a personality label.
- ☐ It includes a result or observable change.
- ☐ I could explain the story if someone asked a follow-up question.
- ☐ The capability is relevant to the opportunity I want.

One moment is a start. A pattern is powerful.

You Have More Skills Than You Think helps you repeat this process across your experience and use the result more deliberately.