



IDENTIFYING YOUR TRANSFERABLE SKILLS

Functional skills are competencies that are transferable to many different work situations. Developing a list of your functional skills can help you focus on positions suited to your talents and interests. It can also aid in crafting a resume or understanding and expressing yourself in a job interview context.

COMMUNICATION

Exchange, transmission and expression of knowledge and ideas.
 write
 edit
 verbal communication
 summarize
 listen
 facilitate discussion
 consult
 teach
 train
 sell
 promote
 use language
 interview
 ask questions
 make presentations
 persuade, negotiate
 think on one's feet
 conversational ability
 entertain, perform
 host
 deal with public
 public speaking
 teamwork

INFORMATIONAL MANAGEMENT

Arrange and retrieve data, knowledge, ideas.
 math skills
 organize information
 manage information
 keep records
 attend to details
 logical ability
 develop systems
 categorize
 summarize
 streamline system
 monitor
 troubleshoot, reformat

ORGANIZATIONAL MANAGEMENT

Directs and guides a group in completing tasks and attaining goals.
 solve problems
 time management
 lead
 make decisions
 meet deadlines
 supervise
 motivate, coach
 recruit
 resolve conflicts
 mediate
 initiate projects
 organize
 coordinate
 handle logistics
 put theory into practice
 delegate, team-build
 give directions
 assume responsibility
 determine policy
 interpret policy
 apply policy
 set priorities
 strategize, evaluate

DESIGN & PLANNING

Imagine the future and develop a process for creating it.
 anticipate problems
 plan
 conceptualize
 design, modify
 display
 layout/format
 design programs
 anticipate consequences of action
 brainstorm new ideas
 think visually
 improvise
 compose
 create images

RESEARCH & INVESTIGATION

The search for specific knowledge.
 forecast, predict
 analyze ideas
 analyze data
 investigate
 research
 read for information
 interview for information
 gather data
 evaluate, interpret
 critical thinking
 synthesize information
 observe
 outline
 formulate hypotheses
 develop theory
 calculate/compare

HUMAN SERVICE

Attend to physical, mental or social needs of people.
 interpersonal skills
 group process
 sensitivity to needs
 empathize
 counsel
 advocate
 use intuition
 coach
 provide care
 assess, diagnose

PHYSICAL

Use hands or tools to build, repair, invent.
 build, construct
 design, create, invent
 use physical coordination
 operate equipment
 repair, restore