



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

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

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

