

FUNCTIONAL SKILLS WORKSHEET: KNOWING YOUR STRENGTHS

Functional skills are competencies which are transferrable to many different work settings. Developing a list of the functional skills you have *and* most enjoy using can help focus you on positions which would fit your talents and provide more satisfaction.

Underline all those skills you have, and then circle the top 10 underlined skills you would enjoy using most. Write these top 10 skills in the box on the next page, and write a brief example of how you have used this skill in a job, internship, extracurricular activity, or class. This provides a central theme for focusing your job search and preparing for interviews.

COMMUNICATION

Exchange, transmission and expression of knowledge and ideas.

write
edit
summarize
verbal communication
listen
facilitate discussion
consult
teach
train
sell
promote
use languages
interview
ask questions
make presentations
negotiate
think on one's feet
conversational ability
entertain, perform
host
deal with public
public speaking
teamwork

INFORMATION 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 systems
monitor

ORGANIZATION MANAGEMENT

Direct and guide a group in completing tasks and attaining goals.

solve problems
time management
make decisions
lead
meet deadlines
supervise
motivate
recruit
resolve conflicts
mediate
initiate projects
organize
coordinate
handle logistics
put theory into practice
delegate
give directions
assume responsibility
determine policy
interpret policy
apply policy
set priorities
strategize

DESIGN & PLANNING

Imagine the future and develop a process for creating it.

anticipate problems
plan
conceptualize
design
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.

analyze ideas
analyze data
research
investigate
read for information
interview for information
gather data
evaluate
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

PHYSICAL

Use hands or tools to build, repair, invent.

build
construct
invent
operate equipment
repair
restore
use physical coordination