

FUNCTIONAL SKILLS

administering programs
advising people
analyzing data
appraising services
arranging social functions
assembling apparatus
auditing financial records
budgeting expenses
calculating numerical data
checking for accuracy
classifying records
coaching individuals
collecting money
compiling statistics
confronting other people
constructing buildings
coordinating events
corresponding with others
counseling people
creating new ideas
deciding uses of money
delegating responsibility
designing data systems
dispensing information
displaying artistic ideas
distributing products
dramatizing ideas or problems
editing publications
enduring long hours
entertaining people
estimating physical space
evaluating programs
exhibiting plans
expressing feelings
finding information
handling complaints
handling detail work
imagining new solutions
inspecting physical objects
interpreting languages
interviewing people
inventing new ideas
investigating problems
listening to others

budget management
supervising
public relations
coping with pressure
negotiating

locating missing information
managing an organization
measuring boundaries
meditating between people
meeting the public
monitoring progress of others
motivating others
negotiating contracts
operating equipment
organizing people and tasks
persuading others
planning agendas
planning organizational needs
predicting futures
preparing materials
printing by hand
programming computers
promoting events
protecting property
questioning others
raising funds
reading volumes of material
recording scientific data
recruiting people for hire
rehabilitating people
remembering information
repairing mechanical devices
repeating same procedure
researching in library
reviewing programs
running meetings
selling products
serving people
setting up demonstrations
sketching charts or diagrams
speaking in public
supervising others
teaching classes
tolerating interruptions
updating files
visualizing new formats
working with precision
writing clear reports
writing for publication

Ten "Hottest" Transferable Skills

organizing or managing
teaching or instructing
speaking
writing
interviewing

from: The Complete Job-Search Handbook by Howard Figler, New York:
Holt, Rinehart and Winston, 1988.