

# Sample Skills

**Communication:** the skillful expression, transmission, and interpretation of knowledge and ideas.

- Speaking effectively
- Listening attentively
- Facilitating group discussion
- Negotiating
- Persuading
- Describing feelings
- Editing
- Writing concisely
- Expressing ideas
- Providing appropriate feedback
- Perceiving nonverbal messages
- Reporting information
- Interviewing

**Research and Planning:** the search for specific knowledge and the ability to conceptualize future needs and solutions for meeting those needs.

- Forecasting, predicting
- Identifying problems
- Identifying resources
- Solving problems
- Extracting important information
- Analyzing
- Creating ideas
- Imagining alternatives
- Gathering information
- Setting goals
- Defining needs
- Developing evaluation strategies

**Human Relations:** the use of interpersonal skills for resolving conflict, relating to and helping people.

- Developing rapport
- Listening
- Providing support for others
- Sharing credit
- Cooperating
- Representing others
- Asserting
- Being Sensitive
- Conveying feelings
- Motivating
- Counseling
- Delegating with respect
- Perceiving feelings, and situations

**Organization, Management and Leadership:** the ability to supervise, direct and guide individuals and groups in the completion of tasks and fulfillment of goals.

- Initiating new ideas
- Coordinating tasks
- Delegating responsibility
- Coaching
- Promoting change
- Decision making with others
- Handling details
- Managing groups
- Teaching
- Counseling
- Selling ideas or products
- Managing conflict

**Work Survival:** the day-to-day skills that assist in promoting effective production and work satisfaction.

- Implementing decisions
- Enforcing policies
- Managing time
- Meeting goals
- Accepting responsibility
- Organizing
- Cooperating
- Being punctual
- Attending to detail
- Enlisting help
- Setting and meeting deadlines
- Making decisions

**Computer Skills:** your technical knowledge and capabilities working with computers

- Microsoft Office Suite (if you know all programs – if not, list individually)
- MS Word
- MS Excel
- MS Access
- MS PowerPoint
- MS Outlook
- Internet Explorer
- Adobe Photoshop
- Adobe Illustrator
- Google Documents
- Any Computer Related Certifications

**Foreign Language Skills:** your knowledge of and proficiency with a foreign language

- Fluent in \_\_\_\_\_
- Three years of \_\_\_\_\_
- Basic proficiency in \_\_\_\_\_
- Conversational in \_\_\_\_\_