

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

**YOUR TOP 7-10 PREFERRED
FUNCTIONAL SKILLS**

EXAMPLE:

A PROJECT IN WHICH YOU DEMONSTRATED THIS SKILL

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

YOUR PERSONAL TRAITS, QUALITIES

Developed in childhood and through life experiences. Circle 5-7.

ATTITUDE

- positive
- action oriented
- straight forward
- open minded
- realistic
- objective
- caring
- imaginative

PERSONAL STYLE

- assertive
- motivated
- energetic
- independent
- responsible
- persevering
- flexible
- calm

INTERPERSONAL STYLE

- humorous
- tactful
- adventurous
- enthusiastic
- cooperative
- competitive

WORK HABITS

- efficient
- dependable
- resourceful
- detail oriented
- take initiative
- decisive
- risk taking

