

Analyzing Skills

- Accurately predicting what will occur based on facts, trends, and intuition
- Analyzing trends
- Breaking down principles into parts
- Clarifying problems
- Constantly looking for a better way
- Designing systems to collect or analyze information
- Diagnosing needs/problems
- Evaluating reports and recommendations
- Exposing non-logical thinking
- Getting to the heart of an issue
- Identifying more efficient ways of doing things
- Interpreting/evaluating data
- Seeing both sides of an issue
- Simplifying complex ideas
- Synthesizing ideas
- Weighing pros and cons of an issue

Artistic Skills

- Applied sense of color, shape, and design
- Appreciating and valuing fine works of art
- Calligraphy/lettering
- Capturing a feeling, mood, or idea through photography, drawing, sculpting, cartoons, music, etc.
- Conceiving visual representations of ideas and concepts
- Depth perception
- Designing visual aids
- Developing visually pleasing things (charts, reports, manuals)
- Drawing scenes/people
- Envisioning in three dimensions
- Envisioning the finished product
- People sense you feel what they're feeling

- Excellent taste
- Painting
- Producing high quality mechanical and line drawings
- Sense of beauty
- Sense of color combinations
- Sense of proportion and space
- Sensing the difference between good and great art
- Sensing what people will appreciate
- Sensing what will work and look right
- Spatial perception
- Working well with artistic people

Body Skills

- Able to see/spot things others miss
- Control over your body
- Depth perception
- Enduring pain or discomfort
- Eye-hand coordination
- Finger dexterity
- Hand dexterity
- Jumping
- Lifting/carrying
- Physical coordination
- Physical endurance
- Quick reflexes/reactions
- Running
- Sense of hearing
- Sense of rhythm
- Sense of smell
- Sense of taste
- Sense of touch
- Skilled at sports
- Sorting things
- Standing for long periods
- Steady hands
- Strong arms/legs/back
- Throwing
- Walking long distances
- Working quickly with hands and fingers
- Responsive to people's feelings and needs

Financial Skills

- Ability to buy low and sell high
- Ability to get financing
- Able to come in and take control of a situation
- Developing a budget
- Developing cost cutting solutions
- Estimating costs
- Eye for a profit
- Finding bargains
- Gut feeling for financial trends
- Handling difficult people
- Helping a group identify solutions
- Improvising under stress
- Managing money/making money grow
- Negotiating financial deals
- Not stopping with the first "right" answer that comes to mind
- People have confidence that now you're here, things will be taken care of
- Recognizing money making opportunities
- Selecting the most effective solution
- Setting financial goals
- Staying calm in emergencies
- Staying within a budget
- Understanding economic principles

Helping Skills

- Assisting people in making decisions
- Counseling/empowering/encouraging people
- Enhancing people's self-esteem
- Facilitating self-assessment and personal development
- Helping people help themselves
- Letting people know you really care about them
- Patient with difficult people

- Work effectively with those often ignored or considered undesirable

Human Relations Skills

- Avoiding stereotyping people
- Communicating warmth
- Cooperative team member
- Creating an environment conducive to social interaction
- Dealing effectively with conflict
- Empathy
- Establishing rapport
- Feeling comfortable with different kinds of people
- Fun person to work with
- Helping clarify misunderstandings
- Listening intently
- Sensitivity to others
- Tactfulness
- Treating others as equals
- Treating people fairly
- Understanding human behavior

Idea Skills

- Able to look beyond the way things have been done in the past
- Bringing together two distinct concepts to produce something original
- Conceiving and generating ideas
- Conceptualizing
- Creative
- Developing new theories
- Finding ways to improve things
- Imaginative
- Improvising
- Innovative
- Inventing
- Open to new ideas from others
- Recognizing new applications for ideas or things
- Refusing to become fixated on a single idea and looking for a better one
- Seeing the big picture
- Seeing things others don't see
- Synthesizing and borrowing ideas, and creating something new

Leadership Skills

- Accepting responsibility for failures
- A person of vision
- Causing change
- Decisive in crisis situations
- Fighting the establishment or unfair policies
- Getting elected/getting selected as a group leader
- Getting others to share your vision
- Giving credit to others
- Leader
- Making difficult decisions
- Motivating/inspiring people
- Open to other people's ideas
- People believe in you/trust you
- People are motivated to follow your lead and recommendations
- Perceived as a person with high integrity
- Recognized as one worthy of taking the lead
- Recognizing the need for change and willing to undertake it
- Recognizing windows of opportunity
- Reputation for being highly reliable and taking on new responsibilities
- Sensing when to compromise and when to fight
- Settling disagreements
- Sound judgment in emergencies
- Stirring people up

Managing Skills

- Anticipating problems and issues and preparing alternatives
- Breaking through red tape
- Completing projects on time
- Effectively overseeing a myriad of details
- Establishing effective policies/procedures
- Finding and obtaining the resources necessary for a task
- Gaining the cooperation of people or groups even when

not possessing authority over them

- Gaining trust and respect of key people
- Getting people at all levels to support and implement decisions which have come down from the top
- Handling details well without losing sight of the big picture
- Implementing new programs
- Making effective recommendations
- Making those above me look good
- Managing projects
- Negotiating and getting desired results
- Obtaining allies
- Organizing projects and programs
- Responsive to others' needs
- Seeing the big picture
- Setting priorities
- Taking the initiative when opportunity appears
- Turning around negative situations
- Working closely and smoothly with others
- Working effectively with superiors and people in other work units

Mechanical & Tool Skills

- Assembling/building/installing
- Drafting/mechanical drawing
- Driving cars, trucks, & equipment
- Figuring out how things work
- Fixing and repairing
- Improvising with a machine or tool
- Inventing
- Mechanical ability
- Operating machinery/equipment
- Operating power tools
- Precision work
- Reading gauges/instruments
- Troubleshooting/diagnosing problems
- Understanding electricity

- Understanding manuals/diagrams
- Using hand tools

Numerical Skills

- Adding long columns of figures
- Analyzing statistical data
- Figuring out percentages
- Figuring out “story” problems
- Gaining lots of valuable information from graphs, tables, and charts
- Making decisions based on numerical data
- Making rough calculations/estimates in your mind
- Multiplying numbers in your head
- Quickly spotting numerical numbers
- Recognizing patterns and relationship in numbers
- Sensing when an answer or number could not logically be correct
- Solid ability with basic arithmetic
- Storing large amounts of numerical data in your head

Observing Skills

- Eye for fine/small details
- Hearing/seeing/feeling things others are unaware of
- Highly observant of surroundings
- Intuitive
- Long memory of scenes once observed
- Perceptive/sensitive/aware
- Picking up on people’s feelings, reactions, and attitudes
- Recalling names and faces of people
- Spotting slight changes in things

Office Skills

- Concentrating on details
- Creating systems for data storage/retrieval

- Cutting through red tape to achieve a goal
- Efficient with paperwork
- Expediting
- Expert as using and manipulating the system to resolve a problem
- Knowing how to get information
- Learning office procedures quickly
- Making arrangements
- Memory for detail
- Operating business machines
- Organizing records
- Pleasant phone voice
- Processing information accurately
- Proofreading, correcting
- Quickly spotting errors
- Scheduling
- Thorough understanding of regulations and procedures
- Using the telephone to get things done

Organizing Skills

- Making sure people are in the right place at the right time
- Organizing data/information
- Organizing enjoyable and memorable happenings
- Organizing offices
- Organizing people to take action
- Organizing/planning events
- Organizing systems

Performing Skills

- Acting
- Dancing
- Eliciting strong emotions from an audience
- Entertaining an audience
- Getting an audience enthusiastic or excited
- Getting an audience involved with you
- Getting an audience to relate to you
- Making people laugh
- Modeling

Transferable Skills

RESUMES

- Playing musical instruments
- Poetry reading
- Powerful stage presence
- Poised and confident before groups
- Responsive to audience moods
- Showmanship
- Singing
- Stirring up an audience to take some type of action

Persuading Skills

- Closing a deal
- Developing a strong knowledge base so questions can be answered
- Effectively selling ideas to top people
- Gaining support from those impacted by decisions/changes
- Getting departments or organizations to take desired action
- Getting people/clients/customers to reveal their needs
- Getting people to change their views on long-held beliefs
- Getting people to value something not previously valued
- Helping people see the benefits of a course of action
- Influencing others’ ideas and attitudes
- Mediating between groups
- Obtaining consensus among diverse groups
- Actively listening to people and sensing their true needs
- Selling ideas to others
- Selling products
- Selling services
- Selling yourself

Planning Skills

- Accurately assessing available resources
- Accurately predicting results of proposed action
- Anticipating problems before they develop

- Anticipating reactions of people and sensing whether they will support a proposal
- Considering all the details of a project, even the smallest
- Determining priorities
- Developing innovative methods and techniques
- Finishing projects on time
- Forecasting/predicting
- Making persuasive recommendations
- Planning programs or projects
- Predicting where bottlenecks can occur and preparing workable plans to get around them
- Scheduling effectively
- Sensing whether a project or program will work and making appropriate recommendations
- Setting attainable goals
- Time management
- Using facts while trusting gut feelings

Researching/Investigating Skills

- Able to sift important information from unimportant
- Collecting data
- Designing research projects
- Detecting cause and effect relationships
- Developing hypotheses
- Developing new testing methods
- Discovering new things or phenomena
- Extracting pertinent information from people
- Following up on leads
- Gathering information from people
- Identifying relationships
- Investigating
- Keeping an open mind
- Knowing how to find information
- Organizing large amounts of data and information
- Producing surveys or questionnaires
- Relentlessly seeking an answer

- Researching in a library
- Summarizing findings
- Tracking down information
- Using statistical data
- Weaving threads of evidence together
- Working on research projects

Speaking Skills

- Clear enunciation
- Coming across as sincere and spontaneous
- Getting a group to relate to you
- Handling questions well
- Holding the attention of a group
- Impromptu speaking
- Making convincing arguments
- Presenting ideas in a logical integrated way
- Providing clear explanations of complex topics
- “Reading” a group
- Strong, pleasing voice
- Telling stories
- Thinking quickly on your feet
- Using humor

Supervising Skills

- Consistently recruiting and hiring good promotional people
- Creating an environment for people to trust and respect each other
- Delegating work effectively
- Developing a smooth functioning organization
- Developing a team that truly works together
- Effectively disciplining when necessary
- Encouraging people to seek personal and professional growth
- Getting maximum output from people
- Helping people achieve their potential
- Holding profitable meetings
- Increasing morale
- Knowing the strengths and weaknesses of others

- Mediating
- Minimizing complaining and back-biting
- Reducing turnover
- Staying in touch/communicating with staff
- Supervising difficult people
- Training and developing staff
- Understanding human motivation

Training/Instructing Skills

- Assessing learning styles of individuals and tailoring training
- Being able to rephrase points so people do “get” it
- Creating a stimulating learning environment
- Creating the sense of being part of a caring group
- Developing training materials that enhance and speed up learning
- Effectively using behavior modification
- Enabling self-discovery
- Encouraging creativity
- Explaining difficult ideas and concepts
- Instilling the love of a subject
- Keeping classes interesting
- Maintaining productive group discussions
- Perceptively answering questions
- Presenting interesting lectures
- Presenting written or spoken information in a logical step-by-step fashion that builds a solid foundation for future learning
- Quickly establishing rapport with a group
- Sensing when people aren’t “getting” it
- Teaching at the student’s or group’s level
- Training people at work

Writing Skills

- Creating living, real, believable characters
- Developing a logical, well organized theme
- Developing logical and persuasive points of view
- Editing, strengthening, tightening someone's writing
- Grammatically correct writing
- Humorous writing
- Making "dry" subjects interesting
- Overall writing ability
- Simplifying scientific and technical material
- Stirring up people's emotions
- Strong versatile vocabulary
- Summarizing and condensing written material
- Vividly describing feelings, people, senses, and things
- Writing clear concise sentences
- Writing numerous types of written materials

Source: [The Hunt-Complete Guide to Effective Job Finding](#) by Tom Washington