## Functional/ Transferable Skills

### Realistic
- assembling
- building
- operating tools or machinery
- repairing equipment
- physical activities
- outdoor activities
- sports
- being able to read blueprints
- handling with precision

### Investigative
- calculating, computing
- researching
- analyzing
- organizing information
- diagnosing
- observing
- showing foresight
- reviewing, evaluating
- working self-directedly

### Artistic
- sizing up a person or situation accurately
- having insight
- acting on “gut reactions” or instinct
- writing up ideas
- imagining
- inventing
- designing
- composing or playing music
- creating with different materials
- expressing feelings and thoughts **Enterprising**
- managing money, developing a budget
- beginning new projects
- seeing a problem & acting to solve it
- organizing people
- leading, taking charge
- making decisions
- taking risks
- selling, persuading, influencing
- negotiating

### Social
- communicating verbally
- teaching, helping
- editing
- showing sensitivity to other’s feelings
- listening, understanding, supporting
- motivating
- working on a team
- counseling
- interviewing
- consulting

### Conventional
- taking inventory, classifying
- keeping records
- number memory
- organizing things, coordinating
- comparing
- doing cost analysis
- using what others develop
- following through on plans
- attending to detail

### Self-Management Skills
- Ability to be decisive/make a decision
- Alertness
- Assertiveness
- Astuteness
- Attention to detail, awareness, thoroughness, conscientiousness
- Authenticity
- Calmness
- Commitment to grow
- Concentration
- Cooperation
- Courage, risk-taking, adventuresome
- Curiosity
- Diplomacy
- Easy-going
- Emotional stability
- Empathy
- Enthusiasm
- Expressiveness
- Firmness
- Flexibility
- Generosity
- Good judgment
- High energy level
- Honesty, integrity
- Initiative, drive
- Loyalty
- Open-mindedness
- Optimism
- Orderliness
- Patience, persistence
- Performing well under stress
- Poise, self-confidence
- Politeness
- Punctuality
- Reliability, dependability
- Resourcefulness
- Self-control
- Self-reliance
- Self-respect
- Sense of humor
- Sincerity
- Spontaneity
- Tactfulness
- Teamfulness
- Tidiness
- Tolerance
- Versatility