



Skills, abilities, and qualifications are necessary for any resume to help the employer understand the value you can bring to their organization. They can be included in your "relevant experience section," describing your responsibilities at a specific job or internship, or they can be used in a separate "skills section" as abilities and knowledge you've acquired through experience and coursework. If you are having trouble pinpointing ways to describe your talents, here is a list that can help!

- Accept challenges
- Act on gut reaction
- Adhere to procedure
- Administer programs
- Advise people
- Analyze data
- Analyze logically
- Analyze performance to maintain specifications, schedules, or requirements
- Appraise services
- Arrange social functions
- Assemble apparatus
- Assemble with accuracy
- Assertive
- Attend to details conscientiously
- Audit financial records
- Begin new tasks, ideas, projects, following through to completion
- Budget expenses
- Build close relationships with co-workers
- Build/construct
- Calculate cost analysis, estimates, projections and comparisons
- Calculate numerical data
- Calm under pressure
- Check for accuracy
- Classify, record, file, retrieve information
- Coach individuals
- Collect data and interpret facts
- Collect money
- Committed to personal growth
- Committed to tasks
- Communicate effectively with individuals while simultaneously building credibility and positive rapport
- Compare, perceive similarities, differences
- Compile statistics
- Conduct and direct public events and ceremonies
- Confront other people
- Construct buildings
- Convey feelings and thoughts in writing
- Convey feelings and thoughts through visuals
- Cooperate as part of a team
- Coordinate events
- Correspond with others
- Counsel, guide
- Create and innovate
- Create new ideas
- Curious with a wide range of interests
- Decide uses of money
- Delegate responsibility
- Design data systems
- Design, develop
- Desire to help others
- Develop a budget
- Develop and learn special skills
- Diagnose
- Diplomatic with people
- Direct, positive, and straightforward
- Dispense information
- Display artistic ideas
- Distribute products
- Dramatize ideas or problems
- Driven
- Easygoing
- Edit publications
- Effective in dealing with many kinds of people
- Effectively manage problem customers and employees
- Emotionally stable
- Empathetic
- Endure long hours
- Energetic, dynamic
- Entertain people
- Enthusiastic
- Establish priorities among many competing requirements
- Estimate physical space
- Evaluate programs
- Exercise diplomacy
- Exercise discretion
- Exhibit plans
- Expedite action
- Explain complex concepts and ideas
- Express feelings
- Fashion or shape things, materials
- Find information
- Firm

(continued on reverse)

Fiscally analyze
Fix or repair
Focused
Follow directions precisely
Generate enthusiasm in others
Get things done right
Get up before a group, perform
Handle complaints
Handle detail work
Handle with precision and/or speed
Hard working
Help, serve
Imaginative
Imagine new solutions
Improvise, experiment
Insightful
Inspect physical objects
Interested in people, their problems, their activities
Interpret languages
Interview, listen carefully
Invent new ideas
Investigate problems
Keep financial records
Lead, direct others
Listen effectively
Locate missing information
Love a challenge
Loyal
Make decisions (quickly, firmly)
Manage an organization
Manage money
Manage personal time
Measure boundaries
Mediate between people
Meet the public
Monitor progress of others
Motivate others
Negotiate contracts
Open-minded
Open to the ideas of others
Operate equipment
Optimistic -- can usually see some good in any situation
Orderly
Organize a program and supervise
Organize, classify
Organize people and tasks
Participate in community
Patient
Perceive problems in advance
Perform well under stress
Persuade others
Plan agendas
Plan organizational needs
Plan, organize, and direct many projects at the same time

Play a musical instrument, sing
Poised
Polite
Prepare materials
Problem-solve
Process human interactions
Program computers
Promote change
Promote events
Protect property
Punctual
Question others
Question status quo
Quickly size up a person or situation accurately
Raise funds
Raise others' self-esteem
Read and comprehend
Read volumes of material
Record scientific data
Recruit people for hire
Reduce costs
Rehabilitate people
Remain alert during routine activity
Remember information
Repair mechanical devices
Research, gather information
Research in the library
Resolve conflicts
Resourceful -- able to adapt to new situations
Respect authority
Review programs
Run meetings
Self-controlled
Self-disciplined
Self-motivated
Self-reliant
Sell products
Sell, promote, negotiate, persuade
Sensitive to political factors
Serve individuals
Show sensitivity to others' feelings
Stabilize excited people
Systematic in thought and work
Tactful
Take an unusual perception in human relations
Take authority
Take initiative
Teach or train
Trouble shoot
Verbalize with articulateness
Willing to "take a stand"
Willing to help others promote their projects as well as my own
Willing to work long hours continually until a tough problem is solved