

Chart of Skill Categories, Skill Sets and Sample Career Options

Relationship



Interpersonal communication skills that directly aid individuals or groups in dealing with each other.

Business, Child Care Services, Community Development, Education, Hospitality, Human Resources, Law, Management, Medical/Health Science, Non-Profits, Social Services

Core Relationship/Interaction Collaborate Demonstrate Social/Cultural Sensitivity Resolve Conflict	Effective in establishing and maintaining productive and positive working relationships.	Customer & Sales Support Associate, Employee Relations Representative, Health Educator, Mediator, Probation Officer, Recreation Leader, Special Education Teacher, Trainer/Instructor, Travel/Tour Guide
Support/Service Advocate Provide Care & Support Serve as a Liaison Serve Clients & Customers	Actively seek ways to enhance the wellbeing and satisfaction of others; clients, customers and patients.	Affirmative Action Officer, Case Manager, Community Relations Officer, Human Resources Representative, Nurse, Occupational Therapist/Assistant, Rehabilitation Counselor, Volunteer Coordinator
Counsel/Teach Counsel Facilitate Groups Train/Instruct	Skillful in developing and helping individuals and groups achieve personal and professional goals.	Art/Music Therapist, Career/Guidance Counselor, Customer Support Specialist, Early Childhood Educator, Genetics Counselor, Sports/Fitness Trainer, Social Worker, Tour Leader

Communication



Fundamental verbal and written communication skills for interaction with individuals and groups.

Advertising, Fundraising, Journalism, Human Resources, Marketing and Sales, Market Research, Public Relations, Management Consulting, Politics, Publishing

Core Communication Listen Speak/Interact Write	Skilled in exchanging information through verbal, written or non-verbal cues.	Corporate Communications Specialist, Fundraiser, Distance Learning Instructor, Instructional Designer, Medical Assistant, Minister, Probation Officer
Persuasion/Promotion Persuade Promote Sell Speak to Groups	Adept at using information, ideas and influence to affect a desired outcome.	Advertising Account Specialist, Attorney, Business Agent, Copywriter, Grant Writer, Lobbyist, Marketing & Sales Associate, Media Buyer, Public Relations Representative, Recruiter
Consultation/Influence Consult Interview Negotiate	Skillful in collaborating with others to identify problems, provide advice and develop agreeable solutions	Community Relations Specialist, Executive Coach, Financial Planner, Investment Manager, Market Researcher, Media Buyer, Political Consultant, Website Consultant

Management/Leadership




The use of organizational, managerial, and leadership skills to accomplish organizational goals.

Business and General Management, Education, Non-Profit Management, Human Resources, Information Systems, Legal Administration


Organizational Management Coordinate Implement Manage Projects Organize/Plan	Skilled in initiating, structuring and carrying out steps to complete projects and tasks.	Facilities Manager, Event and Tradeshow Specialist, Emergency Manager, Instructional Coordinator, Production Manager, Project Manager, Volunteer Coordinator
Facilitative Management Build a Team Coach Set Goals	Ability to motivate and empower individuals and groups to greater participation, commitment and high standards of performance.	Athletics/Sports Coach, First Line Supervisor, Fundraising Manager, Human Resources Representative, Labor Relations Manager, Marketing Manager, Quality Control Manager
Leadership and Leadership Potential Envision Lead Make Decisions	Skillful in creating a strategic vision and motivating others to achieve excellence in performance.	Educational Administrator, Hospital Administrator, Human Resources Manager, Public Relations Manager, Community Developer, Sales Manager, Regional & Urban Planner

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Analytical

	Logical processing of information and data to produce useable results.	Business, Engineering & Technology, Finance, Health/Medical Sciences, Information Systems, Manufacturing, Law/Legal Services, Public Safety
Analysis/Problem Solving Analyze Research Solve Problems	Ability to identify and define problems and solutions.	Business Analyst, Computer Programmer, Clinical Researcher, Geneticist, Legal Investigator, Management Analyst, Medical Equipment Operator, Sustainability Specialist
Information/Data Management Categorize/Classify Evaluate Manage Data or Records	Skillful in compiling, organizing and using data to enhance planning and effectiveness.	Archivist, Compensation & Benefits Analyst, Contract Administrator, Database Administrator, Insurance Underwriter, Lab Technologist, Librarian, Regulator Affairs Specialist
Computational/Quantitative Budget Compute Estimate Forecast	Skillful in performing numerical and statistical calculations to provide useful information.	Accountant, Auditor, Biostatistician, Cost Estimator, Energy Auditor, Forensic Science Technician, Operations Research Analyst, Software Developer, Tax Examiner

Creative

	Process, generate and connect ideas and information into something new.	Advertising, Architecture, Marketing, Creative Arts, Education, Entertainment, Human Services, Technology
Intuitive Brainstorm Demonstrate Foresight Use Intuition	Ability to act upon insights and perceptions independent of rational thought"	Advertising Account Representative, Art Therapist, Brand Manager, Career Counselor, Fashion Designer, Landscape Architect, Instructional Designer
Inventive Conceptualize Design Synthesize/Integrate Visualize	Adept at forming structures, patterns and connections from information, ideas and images.	Animator, Design Consultant, Distance Learning Instructor, Interior Designer, Landscape Designer, Merchandiser, Program Developer, Psychologist, Public Relations Specialist
Artistic/Aesthetic Author/Compose Create Images Perform	Ability to express an inner ideal into an artistic, creative or aesthetic form.	Artist, Art Director, Copywriter, Creative Director, Film Editor, Illustrator, Product Developer, Photographer, Video Game Developer, Web Designer

Physical/Technical

	Interaction of the body with physical objects including machines and technological systems.	Construction, Earth Sciences, Engineering/Manufacturing, Occupational Health & Safety, Protective Services, Skilled Trades
Visual/Motor Body Coordination Hand Dexterity Observe	Adept at using eyes, hands and the body with precision and skill in the physical world.	Correctional Officer, Fire Prevention Specialist, Inspector, Landscape & Groundskeeper Manufacturing Technician, Solar Energy Installer, Recycling Coordinator, Skilled Trades; e.g., Plumber, etc.
Build/Structure Build/Construct Restore/Renovate Sketch/Draw	Proficient in assembling a product, building or physical object or returning something to its original state.	Computer Aided Drafter, Carpenter, Conservation Specialist, Historical Preservationist, Manufacturing Technician, Plumber, Recycling Coordinator, Solar/Wind Turbine Installer
Equipment/Technology Inspect/Test Install Operate Equipment Repair	Skillful in proper use of tools, hardware, software and equipment to insure optimal functioning.	Audiologist, Computer Network Support Specialist, Chemical Equipment Operator, Engineer, Electronic/Electrical Technician, Radiologic Technician, Solar Energy Installer

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