



Three Types of Skills Classification

A skill is an ability to perform an activity in a competent manner.

Skills can be classified into three main types: Transferable/Functional, Personal Traits/Attitudes, and Knowledge-based. The table below provides a description and examples of each skill type.

Skill Type	Description
Transferable/Functional	<ul style="list-style-type: none">• Actions taken to perform a task, transferable to different work functions and industries• Based on ability and aptitude• Expressed in verbs• Examples:<ul style="list-style-type: none">○ Organize○ Promote○ Analyze○ Write
Personal Traits/Attitudes	<ul style="list-style-type: none">• Traits or personality characteristics that contribute to performing work• Developed in childhood and through life experience• Expressed in adjectives• Examples:<ul style="list-style-type: none">○ Patient○ Diplomatic○ Results-oriented○ Independent
Knowledge-based	<ul style="list-style-type: none">• Knowledge of specific subjects, procedures, and information necessary to perform particular tasks• Acquired through education, training, and on-the-job experience• Expressed in nouns• Examples:<ul style="list-style-type: none">○ Personnel Administration○ Contract Management○ Accounting

Note: Permission is hereby granted to reproduce this page for use with clients in career counseling.