



## Skill Set Reference Chart for Drive


### Relationship

	Interpersonal communication skills that directly aid individuals and groups to work together.	Business, Child Care Services, Community Development, Education, Hospitality, Human Resources, Law, Management, Health Science & Support, Non-Profits, Social Services
<b>Core Relationship</b> Collaborate Resolve Conflict Respect Diversity	Enjoy developing and maintaining positive working relationships with individuals and groups.	Customer & Sales Support Associate, Employee Relations Representative, Health Educator, Mediator, Probation Officer, Recreation Leader, Special Education Teacher, Trainer/Instructor, Travel/Tour Guide
<b>Support/Service</b> Provide Care & Support Serve as a Liaison Serve Clients & Customers	Like working with individuals and groups to meet needs, solve problems and enhance satisfaction.	Affirmative Action Officer, Case Manager, Community Relations Officer, Food & Lodging Management, Human Resources Representative, Nurse, Occupational Therapist/Assistant, Rehabilitation Counselor
<b>Counsel/Teach</b> Counsel Facilitate Groups Train/Instruct	Value educating, developing and guiding people to reach personal and professional goals.	Art/Music Therapist, Career/Guidance Counselor, Customer Support Specialist, Financial Planner, Genetics Counselor, Leadership Development, Sports/Fitness Trainer, Social Worker, Tour Leader

### Communication


	Verbal and written communication skills used for interaction.	Advertising, Fundraising, Journalism, Human Resources, Marketing and Sales, Market Research, Public Relations, Management Consulting, Politics, Publishing
<b>Core Communication</b> Listen Speak/Interact Write	Like interacting and exchanging information with people to enhance understanding.	Corporate Communications Specialist, Fundraiser, Distance Learning Instructor, Instructional Designer, Librarian, Medical Assistant, Minister, Probation Officer, Teaching
<b>Persuasion/Promotion</b> Persuade Promote/Sell Speak to Groups	Enjoy influencing individuals and groups to achieve a desired outcome.	Advertising Account Specialist, Attorney, Business Agent, Copywriter, Grant Writer, Lobbyist, Marketing & Sales Associate, Media Buyer, Public Relations Representative, Recruiter
<b>Consultation</b> Consult Question/Interview Negotiate	Value collaborating with others to identify problems and develop effective solutions.	Community Relations Specialist, Executive Coach, Financial Planner, Investment Manager, Market Researcher, Media Buyer, Political Consultant, Website Consultant

### Management/Leadership


	Organizational, facilitative and leadership skills to accomplish goals.	Arts and Entertainment, Business Management, Education, Government, Non-Profit Management, Human Resources, Information Systems, Legal Administration, Travel & Tourism
<b>Organization</b> Initiate Manage Projects Plan/Organize	Like initiating, structuring and carrying out steps to accomplish objectives.	Clinical Research Coordinator, Event Planner, Emergency Manager, Facilities Manager, Instructional Coordinator, Production Manager, Project Manager, Volunteer Coordinator
<b>Facilitative Management</b> Build a Team Coach Set Goals	Enjoy engaging and motivating individuals and groups to attain goals.	Athletic/Fitness Coach, Campaign Management, First Line Supervisor, Fundraising Manager, Human Resources, Labor Relations Manager, Marketing Manager, Quality Control Manager
<b>Leadership</b> Envision Lead Make Decisions	Like setting a direction and motivating others to achieve high performance.	Educational Administrator, Hospital Administrator, Human Resources Manager, Public Relations Manager, Community Developer, Sales Manager, Regional & Urban Planner

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## Analytical

	Information management and evaluation skills used to achieve goals.	Business & Finance, Engineering & Technology, Government, Law & Public Services, Health Science, Support & Medicine, Manufacturing, Installation, Maintenance & Repair
<b>Analysis/Problem Solving</b> Analyze Research Solve Problems	Enjoy gathering and analyzing data to solve problems and achieve objectives.	Business Analyst, Computer Programmer, Clinical Researcher, Geneticist, Inventory Control, Legal Investigator, Management Analyst, Manufacturing Technician, Sustainability Management
<b>Information Management</b> Categorize Evaluate Manage Data	Like organizing and using data to inform planning and decision-making.	Archivist, Compensation & Benefits Analyst, Contract Administrator, Database Administrator, Insurance Underwriter, Lab Technologist, Regulatory Affairs Specialist, Statistician
<b>Computation</b> Budget Compute Forecast	Value working with numbers and data to provide useful information.	Accountant, Auditor, Biostatistician, Cost Estimator, Energy Auditor, Forensic Science Analyst, Geneticist, Logistic/Supply Chain Analyst, Software Developer, Tax Examiner

## Creative

	Idea formation skills for creating something new or solving problems.	Advertising, Architecture, Business, Creative Arts, Education, Entertainment, Human Services, Marketing, Technology
<b>Intuition</b> Brainstorm Demonstrate Foresight Use Intuition	Value relying on feelings and perceptions to form insights.	Advertising Account Representative, Art Therapist, Brand Manager, Career Counselor, Fashion Designer, Landscape Architect, Instructional Designer, Web Design
<b>Invention</b> Conceptualize Design Synthesize/Integrate	Like forming connections, patterns and structures to create something new.	Animator, Design Consultant, Distance Learning Instructor, Interior Designer, Landscape Designer, Merchandiser, Program Developer, Psychologist, Public Relations Specialist
<b>Artistry</b> Author/Compose Create Images Perform	Enjoy expressing an inner vision through creative, artistic, or aesthetic forms.	Architect, Artist, Advertising Director, Copywriter, Film Editor, Illustrator, Product Developer, Photographer, Textile Designer, Video Game Developer, Web Designer

## Physical/Technical

	Physical skills used to interact with machines, technology and the environment.	Agriculture & Natural Resources, Architecture, Construction & Real Estate, Health Science & Support, Installation, Maintenance & Repair, Public Services, Skilled Trades
<b>Visual/Motor</b> Observe Use Body Use Hands	Value using eyes, hands, and body to interact with the physical world.	Customs Agents, Fire Prevention Specialist, Inspector, Landscape & Groundskeeper, Manufacturing Technician, Solar Energy Installer, Recycling Coordinator, Skilled Trades
<b>Build/Structure</b> Build/Construct Restore/Renovate Sketch/Draw	Like structuring and building products or returning something to its original state.	Computer Aided Drafter, Carpenter, Facilities Maintenance, Historical Preservationist, Manufacturing Technician, Park Naturalist, Plumber, Recycling Coordinator
<b>Equipment/Technology</b> Inspect/Test Install/Operate Repair	Enjoy the challenge of working with hardware, software, and equipment to achieve objectives.	Audiologist, Property Management, Computer Network Specialist, Engineer, Electronic/Electrical Technician, Quality Control Technician, Radiologic Technician, Solar Energy Installer

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