

Select Your Skills and Strengths from the Skill Bank

**Core Competencies:**

Artistic Talent	Visual Awareness/ Observation
Manual Dexterity	Nonverbal Communication
Musical Talent	Memory for Facts or Details
Foreign Language Fluency	Spatial Visualization
Mechanical Reasoning	Numerical/ Mathematical Ability
Written Communication	Eye/Hand Coordination
Social & Interpersonal Skills	Persuasive or Sales Aptitude
Oral Communication	Physical Strength/ Physical Stamina
Analytical Reasoning	Abstract Perceptual Reasoning
Organizational Aptitude	Leadership Ability
Logical or Scientific Thinking	

\_\_\_\_\_ (other)

**Educational Achievements:**

College Degree	License (Real Estate, Contractor etc.)
Medical Certification	Police/Fire/Beauty or other academy graduate
Union/Non Union Trade	Exam Passed (Law, Architecture, CPA, Civil Service etc.)
Professional Degree	Drivers License (Class A, B, C)
Teaching Credential	Therapy/Counseling Certificate
Training Certification	Technical or Computer Certification
Business License	Equipment Operator License

\_\_\_\_\_ (other)

**Functional Experience:**

Food Preparation or Service	Purchasing/Buying/Marketing/Selling/Cashiering
Supervising, Coordinating	Planning (City, Financial, Program, Production etc.)
Customer Service	Investigating/Protecting/Enforcing/Inspecting
Interviewing/Facts Gathering	Floral/Clothing/Interior or Other Designing
Editing/Writing/Proof Reading	Counseling/Treating/Caregiving
Technical Writing/Grant Writing	Providing Clerical or Administrative Services
Trouble Shooting	Case Management/Personnel Management
Teaching/Training	Negotiating/Mediating
Providing Computer Services	Driving/Repairing/Operating
Researching or Analyzing	Constructing/Assembling/Installing
Accounting/ Record Keeping	Coaching/Assisting
Managing a Hotel, Property, Retail, Office, Restaurant etc.	
Entertaining	

\_\_\_\_\_ (other)

**Subject Matter Base:**

Human or Social Services	Law (Tax, Probate, Criminal, Property, etc.)
Scientific Field (Specify)	Engineering Discipline (Specify)
Hospitality & Travel Industry	Natural Resources/Environment
Insurance	Healthcare and Medical Services
Retail Sales	Artistic or Performance Medium
Parks & Recreation Services	Transportation
Banking and Financial	Animal Behavior and Care
Publishing & Media	Computer Systems or Software
Manufacturing Processes	Business Operations
Education	Computer Services
International Agencies/Business	Logistics and Distribution
Business Administration	Federal/State/Local Government Agencies
Film/Multimedia	Food Service
Entertainment Industry	Military and/or Defense

---

(other)

**Technical Knowledge:**

System Maintenance	Machine Repair or Operation
Research Methodology	Testing/Inspection/Quality Control
Warehouse/Inventory Control	Film/Video Technology
Skilled Craft	Auto/Diesel or other Mechanics
Legal Terminology	Construction Knowledge
Medical Terminology	Installation (Cable, Wiring, HVAC etc.)
Electrical/Electronic Theory	Accounting Methods
Engineering Principles (Civil, Mechanical, Electrical, Electronic, Computer etc.)	
Laboratory Procedures	

---

(other)

**Computer Skills:**

Computer Repair	Computer Aided Drafting (CAD)
Computer Programming	Database Creation & Management
Computer Spreadsheets	Computer Networking
Computer Troubleshooting	Internet Language
Computer Security	Wireless Technology
Presentation Graphics	Word Processing & Document Creation
Desktop Publishing	Business Computer Applications

---

(other)