

## Career Skills List

### Technical/Content

analyzing	calculating	devising	interpolating	tabulating
assembling	computing	drafting/drawing	operating	taking dictation
auditing	correlating	extrapolating	photocopying	transcribing
balancing	costing	forecasting	programming	typing
bookkeeping	designing	inspecting	repairing	word processing
budgeting				

### Transferable/Functional

acknowledging	consolidating	endorsing	obtaining	recommending
administrating	consulting	establishing	organizing	recruiting
advising	contracting	evaluating	persuading	requesting
answering	controlling	executing	planning	responding
anticipating	cooperating	expediting	praising	scheduling
appraising	corroborating	explaining	preparing	selecting
arranging	counseling	facilitating	presenting	selling
assigning	deciding	following-up	prioritizing	summarizing
assuring	defending	improving	problem-solving	supporting
authorizing	delegating	initiating	proposing	updating
collaborating	discussing	innovating	questioning	validating
communicating	disseminating	integrating	reassuring	writing
conferring				

### Personal Traits

adaptable	cooperative	frank	organized	reasonable
aggressive	dependable	honest	original	reliable
alert	determined	idealistic	patient	resourceful
ambitious	dominant	individualistic	persistent	serious
calm	efficient	insightful	practical	stable
capable	energetic	logical	precise	sympathetic
clear - thinking	enterprising	methodical	quiet	tactful
confident	forceful	optimistic	realistic	versatile
conscientious				