

Personal Skills (descriptive, adjectives) Who are you?

Eager to Work	Enthusiastic	Thrifty	Firm
Ambitious	Honest	Tolerant	Astute
Analytical	Imaginative	Versatile	Empathetic
Articulate	Industrious	Dynamic	Calm
Cheerful	Judicious	Responsive	Confident
Competent	Loyal	Attractive	Expressive
Congenial	Natural	Responsible	Alert
Conscientious	Observant	Innovative	Mature
Cooperative	Open-minded	Perceptive	Sense of Humor
Courageous	Orderly	Concerned	Intelligent
Courteous	Precise	Warm	Motivated
Decisive	Patient	Creative	Directed
Dependable	Persistent	Tactful	Punctual
Diplomatic	Persuasive	Candid	Neat
Discreet	Resourceful	Reliable	Versatile
Efficient	Shrewd	Objective	Relaxed
Stable	Sincere	Outgoing	Hard Working
Sympathetic			

Transferable Skills (Verbs) What can you do?

Forecasting	Reviewing	Expediting	Prioritizing
Scheduling	Summarizing	Promoting	Composing
Programming	Solving Problems	Performing	Explaining
Planning	Identifying Problems	Counseling	Coaching
Evaluating	Defining Problems	Advising	Listening
Revising	Decision Making	Encouraging	Observing
Formulating Objectives	Motivating	Instructing	Discovering
Designing	Communicating	Persuading	Interviewing
Assessing	Managing	Training	Inspecting
Coordinating	Reporting	Stimulating	Dissecting
Visualizing	Interpreting	Budgeting	Adjusting
Researching	Comparing	Classifying	Correcting
Conceiving	Maintaining	Compiling	Organizing
Estimating	Updating	Confronting	Initiating
Enlisting	Improving	Displaying	Selecting
Administering	Reevaluating	Editing	Developing
Applying	Checking	Entertaining	Speaking
Directing	Calculating	Monitoring	Writing
Implementing	Computing	Politicking	Negotiating
Guiding	Justifying	Predicting	Conversing
Delegating	Inspiring	Questioning	Supervising
Leading	Mediating	Reading	Analyzing
Producing	Acting	Selling	

Knowledge Skills (specific knowledges acquired as part of education) What do you know?