

SAMPLE FUNCTIONAL SKILLS

Advising people	Handling complaints	Planning agendas
Analyzing data	Interpreting languages	Programming computers
Auditing financial records	Interviewing people	Promoting events
Budgeting expenses	Investigating problems	Recruiting people
Compiling statistics	Listening to others	Reviewing programs
Coordinating events	Managing projects	Running meetings
Corresponding with others	Mediating between people	Selling products & services
Creating new ideas	Motivating others	Speaking in public
Delegating responsibility	Negotiating contracts	Supervising others
Designing data systems	Organizing people & tasks	Teaching classes
Editing publications	Persuading others	Writing for publication