

Functional or transferable skills are skills that a person can use in a variety of settings. You may have used functional skills in different jobs, for classroom projects, and/or during volunteer or leadership activities. For example, you might have learned to work effectively as part of team through a class project, in your job, or in your department's club or organization.

Employers list skills on job descriptions, and it is important that you list the skills that you have that match the job description on your résumé. Skills can be listed on your résumé in a summary or highlight of qualification section, a skills section, with your work experience, or in other sections.

Administering programs	Investigating problems	Remembering information
Advising people	Listening to others	Rehabilitating people
Analyzing data	Locating lost information	Repeating same procedure
Appraising services	Managing an organization	Researching in library
Arranging social functions	Measuring boundaries	Reviewing programs
Assembling apparatus	Mediating between people	Running meetings
Auditing financial records	Meeting the public	Selling products
Budgeting expenses	Monitoring others' progress	Serving individuals
Calculating numerical data	Motivating others	Setting up demonstrations
Checking for accuracy	Negotiating contracts	Sketching charts/diagrams
Classifying records	Operating equipment	Coordinating events
Coaching individuals	Organizing people and tasks	Corresponding with others
Collecting money	Persuading others	Counseling people
Compiling statistics	Planning agendas	Deciding uses of money
Confronting other people	Planning groups' needs	Delegating responsibility
Constructing buildings	Politicking with others	Designing data systems
Distributing products	Predicting future trends	Dispensing information
Dramatizing ideas	Preparing materials	Displaying artistic ideas
Editing publications	Processing human interaction	Speaking in public
Executing plans	Programming computers	Supervising others
Expressing feelings	Promoting events	Teaching classes
Finding information	Protecting property	Updating files
Handling complaints	Questioning others	Visualizing new formats
Imagining new solutions	Reading volumes of material	Working long hours
Initiating talk with strangers	Recording scientific data	Working with precision
Inspecting physical objects	Recruiting people for hire	Writing clear reports
Interviewing people	Repairing mechanical devices	Writing for publication