

MARKETABLE SKILLS

Career Services and Employer Relations ♦ 228 Roosevelt Hall ♦ Kingston, RI 02881 ♦ (401) 874-2311
<http://career.uri.edu>

ANALYTICAL SKILLS	Calculating, balancing, adjusting, reconciling, auditing, budgeting, compiling, computing, condensing, editing, measuring, tabulating
ARTISTIC SKILLS	Designing, drafting, illustrating, visualizing, decorating, drawing, painting, creating, composing
COMMUNICATION SKILLS	Writing, reading, public speaking, debating, teaching, foreign language skills, reporting, publicizing, proof-reading, training, recruiting
COMPUTER SKILLS	Word-processing, database management, programming, spreadsheets, graphics and design, electronic mail
COUNSELING SKILLS	Helping, listening, advising, interviewing, serving, caring, treating, guiding, motivating, coaching
CREATIVE SKILLS	Imagining, inventing, designing, creating, improvising, developing, marketing, advertising, writing
INTERPERSONAL SKILLS	Working in teams, listening to others, interpreting
INVESTIGATIVE SKILLS	Observing, inspecting, examining, researching, analyzing, problem-solving, classifying, diagnosing, evaluating, estimating
LEADERSHIP SKILLS	Initiating, organizing, administering, leading, assigning, supervising, managing, coordinating, delegating, directing others, implementing, strategizing
MANUAL SKILLS	Finger speed and dexterity, assembling, building, fixing, repairing, operating tools or machinery, typing, filing, weaving, sorting
NEGOTIATING SKILLS	Selling, promoting, adapting, fundraising, persuading, arbitrating, motivating, influencing
ORGANIZATIONAL SKILLS	Administering, completing tasks, paying attention to detail, organizing, being responsible and resourceful, arranging, cataloging, categorizing, coordinating, improving, overhauling, prioritizing, simplifying, tracking
OUTDOOR SKILLS	Coordination and agility, swimming, hiking, biking, climbing, camping, sports, farming, working with animals
PRESENTATION SKILLS	Acting, singing, dancing, performing and playing, demonstrating, teaching, improvising
PROBLEM SOLVING SKILLS	Assessing, consulting, facilitating, discussing, influencing, troubleshooting