



[Resume Dictionary](#)

Skills Checklist

- Adapting new procedures
- Administration support
- Administering programs
- Advising people
- Analytical
- Applying information
- Applying knowledge
- Assembling products
- Attention to details
- Auditing
- Bringing people together
- Budgeting
- Calculating
- Checking for accuracy
- Clerical
- Coaching people
- Collecting money
- Communicating with children
- Communicating
- Competence
- Compiling data
- Completing forms
- Comprehension
- Confronting people
- Considering the opinions of others
- Counseling people
- Creating Ideas
- Creating a positive work environment
- Creative
- Customer service
- Decision making
- Delegating tasks
- Desirable traits
- Distributing products
- Drawing plans and diagrams
- Driving
- Digesting Information
- Editing
- Enforcing rules and policy
- Entertaining



- Evaluating performance
- Financial management
- Finding answers
- Following instructions
- Gaining the confidence of others
- Generating new business
- Handling Complaints
- Imagination
- Inspecting buildings
- Inspecting objects
- Intelligent
- Interviewing job candidates
- Interviewing and questioning people
- Interpreting information
- Interpreting languages
- Inventing ideas
- Inventing products
- Implementing new policy and procedures
- Leader
- Listening
- Making sacrifices to reach goals
- Management
- Manipulating numbers
- Meeting deadlines
- Motivating people
- Negotiating
- Organizing workspace
- Performing demonstrations
- Persuading people
- Planning meetings/events
- Prioritizing tasks
- Problem Solving
- Professional Knowledge
- Profit oriented
- Providing customer service
- Promoting products or services
- Proposing ideas
- Public Speaking
- Reading
- Raising funds
- Remaining calm in a crisis
- Reaching beneficial conclusions from research
- Research
- Responsible
- Seeing different points of view
- Self Motivated
- Selling
- Setting goals
- Sorting data



- Spreading optimism
- Summarizing information
- Taking action
- Teamwork
- Technical
- Working with government regulations
- Working with hands
- Writing
- Writing Reports
- Recognizing problems
- Relating to People
- Rehabilitating People
- Serving others
- Setting Standards
- Troubleshooting
- Visualizing