



Skills Identification

Activity/Title	Task	Skills— job, self-management, transferable
Administrative Assistant	Answering company correspondence	Typing, word processing, tactfulness, timeliness, responsible, creative, dependable, detail-oriented, sincere, meeting deadlines, communicating, helping others, problem solving, checking for accuracy, researching, writing clearly and concisely
	Answering telephones	Getting along well with others, listening, mediating, communicating, respectful, helpful, resolving conflict, developing rapport, assertiveness, dependable, outgoing, pleasant, sensitive, tolerant, detail-oriented, enthusiastic, friendly, intelligent, kind, mature, patient, sincere, tactful, understanding

