



Three Types of Skills for Career Advancement

"I haven't worked in 20 years – I have no skills!" "All I've ever done is work in an office – I can't do anything else!" Does this sound familiar to you? Very often, we are not aware of our skills, talents, and special attributes. The truth is that all of us have a great many skills and we are highly talented in our own ways.

There are three types of skills: functional, self-management and special knowledge.

Functional skills are abilities or talents that are inherited at birth and developed through experience and learning. Examples are: making decisions, repairing machines or calculating taxes.

Self-management skills are the behaviors you have developed in learning to cope with your environment and the people and conditions in it. Examples are: being energetic, determined, resourceful or dependable.

Special knowledge skills are those having to do with mastering a specific body of information related to a particular type of work, profession, occupation, educational, or leisure activity. Accounting, catering, or real-estate brokering would be examples of these.

It takes a combination of all these types of skills to get a job, keep a job, and succeed in a job. We can't all be experts at everything. Give yourself credit for all the great things you are capable of doing!

Putting these skills together in a resume is a skill that our career counselors are willing to share. It is also wise to be able to discuss the functional, self-management, and special knowledge skills you have with a potential employer in an interview.

If you need help in determining what your skills are, or how to present them to a prospective employer, call the Women's Center.