

Skills	Skills	Skills
administering programs	planning agendas/meetings	updating files
advising people	planning organizational needs	setting up demonstrations
analyzing data	predicting futures	sketching charts or diagrams
assembling apparatus	rehabilitating people	writing reports
auditing financial reports	organizing tasks	writing for publication
budgeting expenses	prioritizing work	expressing feelings
calculating numerical data	creating new ideas	checking for accuracy
finding information	meeting people	classifying records
handling complaints	evaluating programs	coaching individuals
handling detail work	editing work	collecting money
imagining new solutions	tolerating interruptions	compiling statistics
interpreting languages	confronting other people	inventing new ideas
dispensing information	constructing buildings	proposing ideas
adapting new procedures	coping with deadlines	investigating problems
negotiating/arbitrating conflicts	promoting events	locating missing information
speaking to the public	raising funds	dramatizing ideas
writing letters/papers/proposals	questioning others	estimating physical space
reading volumes of material	being thorough	organizing files
remembering information	coordinating schedules/times	managing people
interviewing prospective employees	running meetings	selling products
listening to others	supervising employees	teaching/instructing/training individuals
relating to the public	enduring long hours	inspecting physical objects
entertaining people	displaying artistic ideas	distributing products
deciding uses of money	managing an organization	delegating responsibility
measuring boundaries	serving individuals	mediating between people
counseling/consulting people	motivating others	persuading others
operating equipment	reporting information	summarizing information
supporting others	encouraging others	delegating responsibilities
determining a problem	defining a problem	comparing results

Skills	Skills	Skills
screening telephone calls	maintaining accurate records	drafting reports
collaborating ideas	administering medication	comprehending ideas
overseeing operations	motivating others	generating accounts
teaching/instructing/training individuals	thinking in a logical manner	making decisions
becoming actively involved	defining performance standards	resolving conflicts
analyzing problems	recommending courses of action	selling ideas
preparing written communications	expressing ideas orally to individuals or groups	conducting interviews
performing numeric analysis	conducting meetings	setting priorities
setting work/committee goals	developing plans for projects	gathering information
taking personal responsibility	thinking of creative ideas	providing discipline when necessary
maintaining a high level of activity	enforcing rules and regulations	meeting new people
developing a climate of enthusiasm, teamwork, and cooperation	interacting with people at different levels	picking out important information
creating meaningful and challenging work	taking independent action	skillfully applying professional knowledge
maintaining emotional control under stress	knowledge of concepts and principles	providing customers with service
knowledge of community/government affairs		

1. I tend to think logically a good deal of the time, since I am a Computer Science major and a Software Engineer. In some ways, computing simply consists of many logics.
2. Thinking of creative ideas is very important for me as well, since I undertake plenty of personal creative projects. I have created 3 songs, written two books, and currently I am designing clothing.
3. At work right now I have had to hone the skill of questioning others, since I am new to the team and they all know much more than me about the project. I've realized that the feeling of a gap in understanding is generally the same regardless of whether it is your mind or theirs that is failing to fill the gaps; it seems we often decide whose perspective is better based on social cues.
4. At work, I and the other two interns have just been assigned an intentionally vague project so that we can learn to act independently and without specific instruction. Today, another intern and I took the initiative to install a new operating system on the computer we were using, which was initially met with skepticism by some coworkers but ended up being a successful idea.
5. At a coding bootcamp I did a year ago, we created a website that was intended to serve as a canvas/network for artists. It allowed uploads of multiple mediums, such as paintings or clothes or music, and showed these mediums in several randomly generated galleries. The "Colors" gallery was the best.