

## Functional Resume Skill Categories

Accounting	Administration	Advertising
Analysis	Architecture	Artistic
Auditing	Bookkeeping	Career Development
Clerical	Collection	Communication
Community Affairs/Relations	Community Organizing	Computer Use
Consulting	Contract Administration	Coordination
Counseling	Curriculum Development	Client Relations
Customer Service	Data Analysis	Data Collection/Entry
Data Processing	Data Warehouse Design/Development	Database Design/Development
Design	Drafting	Editing
Education	eLearning	Engineering
Evaluation	Facilitating	Finance
Financial Research/Planning/ Analysis	Forecasting	Fund Raising
Graphic Design	Group Work	Human Resources
Human Services	Information Systems	Inspecting/Instruction
Instructional Design	Interpreting	Interviewing
Interviewing/Investigation	Inventory Control	Investment
Layout	Leadership	Management
Market Research	Marketing	Materials Handling
Media Productions	Media Relations	Mediation
Medical Service	Merchandising	Negotiation
Network Design/Development/ Administration	Nursing	Office Support
Office/Clerical	OLAP Design/Development	Operations Analysis
Organization	Organizational Development Planning	Personnel
Planning	Political/Public Action	Presentation
Printing	Problem Solving	Product Development
Product Presentation/Demonstration	Production	Program Analysis/Development
Program Development	Program Evaluation	Program Planning
Program Promotion	Promotion	Public Relations
Publicity	Purchasing	Office Assistant/Manager
Quality Control/Assurance	Record Keeping	Reporting
Research	Resource Development	Retailing
Sales	Scheduling	Social Work
Special Events Planning	Staff Development	Supervision
Systems Analysis/Design	Systems and Procedures	Teaching
Team Building	Testing	Training
Volunteer Management	Writing	Youth Counseling