

SAMPLE LIST OF ABILITIES

Entertaining ability: to perform, act, dance, sing, speak, etc.

(specify: _____)

Recruiting ability: to enlist and motive people to get involved

Interview ability: to discover what others are really like

Researching ability: to read, gather information, collect data

Artistic ability: to conceptualize, picture, draw, paint, photograph, or make renderings

Graphics ability: to lay out, design, create visual displays or banners

Evaluating ability: to analyze data and draw conclusions

Planning ability: to strategize, design and organize programs and events

Managing ability: to supervise people to accomplish a task or event and coordinate the details involved

Counseling ability: to listen, encourage and guide with sensitivity

Teaching ability: to explain, train, demonstrate, tutor, mentor

Writing ability: to write articles, letters, books

Editing ability: to proofread or rewrite

Promoting ability: to advertise or promote small or large events and activities

Repairing ability: to fix, restore, maintain cars, woodworking, building, etc.

(specify: _____)

Feeding ability: to create meals for large or small groups

Recall ability: to remember or recall names and faces

Mechanical operating ability: to operate equipment, tools or machinery

(specify _____)

Resourceful ability: to search out and find inexpensive materials or resources needed

Accounting ability: to work with numbers, data or money (accounting or bookkeeping)

Classifying ability: to systematize and file books, data, records and materials so they can be retrieved easily

Public Relations ability: to handle complaints and unhappy customers with care and courtesy

Welcoming ability: to convey warmth, develop rapport, making others feel comfortable

Composing ability: to write music or lyrics

Landscaping ability: to do gardening and work with plants

(specify: _____)

Decorating ability: to beautify a setting for a special event

Computer ability: to work with and apply various software

Sign Language: to communicate with the deaf community by using sign language