

TRANSFERABLE SKILLS / EXPERIENCES

Skills & experiences can come from a variety of activities including work, volunteering, life experiences, educations, etc. Below is a list of a wide variety of transferable skills.

Read through the list that follows & circle or highlight the transferable skills you have.

COMMUNICATION

- Speak effectively
- Express ideas
- Negotiate
- Report information
- Edit
- Present ideas in writing
- Use Sign Language
- Write concisely
- Facilitate group discussion
- Perceive nonverbal messages
- Describe feelings
- Copy accurately
- Read & understand information
- Listen attentively
- Provide appropriate feedback
- Persuade
- Interview
- Present material Orally
- Speak a foreign language_____

INTERPERSONAL SKILLS / COMMUNICATIONS

- Mediate conflict tactfully
- Understand & work within the group culture
- Teach, supervise & train others using easy-to-understand concepts & hands on experience
- Make decisions with others
- Develop rapport
- Listen
- Motivate
- Cooperate
- Sell ideas or products
- Show sensitivity to others
- Exercise "give & take" to achieve group results
- Display understanding of, and respect for, people from diverse backgrounds
- Express ideas & thoughts based on facts
- Assertive
- Convey feelings
- Share credit/responsibility
- Delegate with respect
- Conduct in-depth interviews
- Work to achieve group results
- Interpret behavior & emotional patterns in individuals & groups
- Listen actively & attentively
- Delegate tasks & responsibilities
- Being Sensitive
- Provide support for others
- Counsel/guide
- Represent others

TROUBLE SHOOTING & PROBLEM SOLVING

- Identify problems
- Gather information
- Extract important information
- Develop evaluation strategies
- Compare & contrast
- Explore ideas
- Perform lab experiments
- Review/evaluate for improvements
- Testing/screening
- Use a microscope
- Use computers - research, analyze, explore
- Imagine alternatives
- Solve problems
- Define needs
- Forecast, predict
- Perform complex calculations
- Interpret formulas
- Read scientific or technical magazines
- Separate important info from unimportant
- Think abstractly
- Work independently
- Create ideas
- Identify resources
- Set goals
- Analyze
- Classify & analyze information
- Define problems
- Investigate
- Research/gather information
- Solve math problems
- Understand science theory

ORGANIZATION

- Coordinate tasks
- Sell ideas or products
- Attend to details
- Develop budgets
- File, record & retrieve information
- Manage finances / money
- Type
- Use a data processing equipment
- Delegate responsibility
- Calculate / compute
- Do a lot of paperwork quickly
- Keep accurate records
- Manage time
- Take shorthand
- Work well with a system
- Set goals
- Take inventory
- Use a computer
- Manage groups
- Manage conflict
- Count
- Figure in your head
- Keep financial records

LEADERSHIP

- Able to follow procedure
- Able to maintain life balance
- Able to organize & manage time
- Able to see another's point of view
- Able to take risks
- Act on gut reactions
- Assess & evaluate situations effectively
- Commitment to growth
- Convince people to do things your way
- Able to explain procedure
- Able to make a decision
- Able to participate on a team
- Able to take direction & feedback
- Able to visualize
- Assess & evaluate my own work
- Beginning new tasks, ideas, projects
- Commitment to time, energy, resources
- Cooperate
- Write effective business letters
- Able to maintain good appearance
- Able to manage multiple priorities
- Able to resolve conflict
- Able to take initiative
- Accept responsibility
- Assess & evaluate others' work
- Coach/mentor
- Competitive

- Counsel
- Delegate with respect
- Encourage effective teamwork
- Exhibit self-motivation & positive attitude
- Foresight
- Have insight
- Implement decisions
- Lead a group
- Make decisions affecting others
- Manage groups
- Meet important people
- Meeting new people
- Organizing groups
- Prioritize
- Quickly sizing up a person or situation
- Self-reliant
- Set goals & follow through
- Teach/train
- Manage time efficiently & effectively through scheduling & prioritizing

- Deal with obstacles & crises
- Design & implement plans of action
- Enlist help
- Follow/enforce policies
- Give talks or speeches
- Identify & manage ethical issues
- Independent
- Leading, directing others
- Make decisions with others
- Manage time
- Meet the needs of employees
- Motivate individuals & groups to perform
- Plan projects or events
- Promote ideas
- Represent the organizations image
- Selling, persuading, negotiating
- Start your own service or business
- Use integrity in decision-making

- Coordinate fundraising activities
- Delegate tasks & responsibilities
- Emotional stable
- Exercise self-control/self-discipline
- Following plans, instructions
- Handle multiple demands
- Identify critical issues quickly & accurately
- Initiate projects
- Make decisions
- Manage conflict
- Meet goals
- Meet the needs of the organization
- Organize activities & events
- Poise, self-confidence
- Promote positive change/progress
- Self-confident
- Set & meet deadlines
- Handle multiple demands for commitment of time, energy, & resources

WORK SURVIVAL

- Implement decisions
- Follow/enforce policies
- Attend to detail
- Accept responsibility
- Make decisions
- Motivate others
- Deal with obstacles & crises
- Present material orally
- Keep records
- Coach
- Manage finances
- Meet the needs of both the organization & the employees when possible

- Taking risks
- Be punctual
- Meet goals
- Set & meet deadlines
- Plan & arrange events & activities
- Attend to visual detail
- Multi-task
- Manage time
- Handle complaints
- Build or construct
- Speak a foreign language _____

- Train or teach others
- Use what others develop & give credit
- Cooperate
- Manage time
- Enlist help
- Organize
- Delegate responsibility
- Assess & evaluate my own work
- Present written material
- Repair equipment or machinery
- Utilize computer software (specify programs)

CREATIVITY

- Artistic
- Design fashions or interiors
- Express yourself creatively
- Play a musical instrument
- Sketch
- Write stories, poetry, music
- Athletic
- Curious about the physical world
- Examine/inspect
- Handling with precision

- Act
- Creative
- Design / develop
- Invent / create
- Read fiction, plays, & poetry
- Take photographs
- Build
- Design buildings, furniture, etc.
- Fix electrical things
- Handling with speed

- Coordinate fundraising activities
- Design buildings, furniture, etc.
- Use sign language
- Identify & manage ethical issues
- Dance
- Adapting
- Paint
- Sing
- Work on crafts
- Draw

HANDS ON – PHYSICAL WORK

- Muscular coordination
- Operating tools
- Plant a garden
- Showing attention to detail
- Tinker with machines
- Work on cars
- Repair equipment or machinery
- Using my body

- Observing, surveying
- Outdoor activities
- Read a blueprint
- Solve mechanical problems
- Use tools
- Work outdoor
- Tend/train animals

- Assembly
- Construct
- Diagnose
- Fixing/repairing
- Mechanically inclined
- Operating machinery
- Physically active