### 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
<table>
<thead>
<tr>
<th>Counsel</th>
<th>Dealing with obstacles &amp; crises</th>
<th>Coordinate fundraising activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delegate with respect</td>
<td>Design &amp; implement plans of action</td>
<td>Delegate tasks &amp; responsibilities</td>
</tr>
<tr>
<td>Encourage effective teamwork</td>
<td>Enlist help</td>
<td>Emotional stable</td>
</tr>
<tr>
<td>Exhibit self-motivation &amp; positive attitude</td>
<td>Follow/enforce policies</td>
<td>Exercise self-control/self-discipline</td>
</tr>
<tr>
<td>Foresight</td>
<td>Give talks or speeches</td>
<td>Following plans, instructions</td>
</tr>
<tr>
<td>Have insight</td>
<td>Identify &amp; manage ethical issues</td>
<td>Handle multiple demands</td>
</tr>
<tr>
<td>Implement decisions</td>
<td>Independent</td>
<td>Identify critical issues quickly &amp; accurately</td>
</tr>
<tr>
<td>Lead a group</td>
<td>Leading, directing others</td>
<td>Initiate projects</td>
</tr>
<tr>
<td>Make decisions affecting others</td>
<td>Make decisions with others</td>
<td>Make decisions</td>
</tr>
<tr>
<td>Manage groups</td>
<td>Manage time</td>
<td>Manage conflict</td>
</tr>
<tr>
<td>Meet important people</td>
<td>Meet the needs of employees</td>
<td>Meet goals</td>
</tr>
<tr>
<td>Meeting new people</td>
<td>Motivate individuals &amp; groups to perform</td>
<td>Meet the needs of the organization</td>
</tr>
<tr>
<td>Organizing groups</td>
<td>Plan projects or events</td>
<td>Organize activities &amp; events</td>
</tr>
<tr>
<td>Prioritize</td>
<td>Promote ideas</td>
<td>Poise, self-confidence</td>
</tr>
<tr>
<td>Quickly sizing up a person or situation</td>
<td>Represent the organizations image</td>
<td>Promote positive change/progress</td>
</tr>
<tr>
<td>Self-reliant</td>
<td>Selling, persuading, negotiating</td>
<td>Self-confident</td>
</tr>
<tr>
<td>Set goals &amp; follow through</td>
<td>Start your own service or business</td>
<td>Set &amp; meet deadlines</td>
</tr>
<tr>
<td>Teach/train</td>
<td>Use integrity in decision-making</td>
<td>Handle multiple demands for commitment of time, energy, &amp; resources</td>
</tr>
<tr>
<td>Manage time efficiently &amp; effectively through scheduling &amp; prioritizing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**WORK SURVIVAL**

<table>
<thead>
<tr>
<th>Implement decisions</th>
<th>Taking risks</th>
<th>Train or teach others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow/enforce policies</td>
<td>Be punctual</td>
<td>Use what others develop &amp; give credit</td>
</tr>
<tr>
<td>Attend to detail</td>
<td>Meet goals</td>
<td>Cooperate</td>
</tr>
<tr>
<td>Accept responsibility</td>
<td>Set &amp; meet deadlines</td>
<td>Manage time</td>
</tr>
<tr>
<td>Make decisions</td>
<td>Plan &amp; arrange events &amp; activities</td>
<td>Enlist help</td>
</tr>
<tr>
<td>Motivate others</td>
<td>Attend to visual detail</td>
<td>Organize</td>
</tr>
<tr>
<td>Deal with obstacles &amp; crises</td>
<td>Multi-task</td>
<td>Delegate responsibility</td>
</tr>
<tr>
<td>Present material orally</td>
<td>Manage time</td>
<td>Assess &amp; evaluate my own work</td>
</tr>
<tr>
<td>Keep records</td>
<td>Handle complaints</td>
<td>Present written material</td>
</tr>
<tr>
<td>Coach</td>
<td>Build or construct</td>
<td>Repair equipment or machinery</td>
</tr>
<tr>
<td>Manage finances</td>
<td>Speak a foreign language</td>
<td>Utilize computer software (specify programs)</td>
</tr>
<tr>
<td>Meet the needs of both the organization &amp; the employees when possible</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CREATIVITY**

<table>
<thead>
<tr>
<th>Artistic</th>
<th>Act</th>
<th>Coordinate fundraising activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design fashions or interiors</td>
<td>Creative</td>
<td>Design buildings, furniture, etc.</td>
</tr>
<tr>
<td>Express yourself creatively</td>
<td>Design / develop</td>
<td>Use sign language</td>
</tr>
<tr>
<td>Play a musical instrument</td>
<td>Invent / create</td>
<td>Identify &amp; manage ethical issues</td>
</tr>
<tr>
<td>Sketch</td>
<td>Read fiction, plays, &amp; poetry</td>
<td>Dance</td>
</tr>
<tr>
<td>Write stories, poetry, music</td>
<td>Take photographs</td>
<td>Adapting</td>
</tr>
<tr>
<td>Athletic</td>
<td>Build</td>
<td>Paint</td>
</tr>
<tr>
<td>Curious about the physical world</td>
<td>Design buildings, furniture, etc.</td>
<td>Sing</td>
</tr>
<tr>
<td>Examine/inspect</td>
<td>Fix electrical things</td>
<td>Work on crafts</td>
</tr>
<tr>
<td>Handling with precision</td>
<td>Handling with speed</td>
<td>Draw</td>
</tr>
</tbody>
</table>

**HANDS ON – PHYSICAL WORK**

<table>
<thead>
<tr>
<th>Muscular coordination</th>
<th>Observing, surveying</th>
<th>Assembly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating tools</td>
<td>Outdoor activities</td>
<td>Construct</td>
</tr>
<tr>
<td>Plant a garden</td>
<td>Read a blueprint</td>
<td>Diagnose</td>
</tr>
<tr>
<td>Showing attention to detail</td>
<td>Solve mechanical problems</td>
<td>Fixing/repairing</td>
</tr>
<tr>
<td>Tinker with machines</td>
<td>Use tools</td>
<td>Mechanically inclined</td>
</tr>
<tr>
<td>Work on cars</td>
<td>Work outdoor</td>
<td>Operating machinery</td>
</tr>
<tr>
<td>Repair equipment or machinery</td>
<td>Tend/train animals</td>
<td>Physically active</td>
</tr>
<tr>
<td>Using my body</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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