

## Transferable Skills

Over the years, you have developed many skills. It is important to know what you are good at and what you enjoy doing.

<b>Key Transferable Skills</b>	
<input type="checkbox"/> Ability to delegate <input type="checkbox"/> Ability to plan <input type="checkbox"/> Results oriented and meeting goals <input type="checkbox"/> Customer service oriented <input type="checkbox"/> Supervise and instruct others <input type="checkbox"/> Enlisting help <input type="checkbox"/> Meet the public <input type="checkbox"/> Increase sales or efficiency <input type="checkbox"/> Accept responsibility <input type="checkbox"/> Desire to learn & improve <input type="checkbox"/> Time management <input type="checkbox"/> Set and meet deadlines <input type="checkbox"/> Solve problems	<input type="checkbox"/> Manage money/ budgets <input type="checkbox"/> Organize and manage projects <input type="checkbox"/> Team player <input type="checkbox"/> Written communications <input type="checkbox"/> Work independently <input type="checkbox"/> Computer skills <input type="checkbox"/> Cooperate <input type="checkbox"/> Enforce policies <input type="checkbox"/> Punctuality <input type="checkbox"/> Attention to detail <input type="checkbox"/> Accepting responsibility <input type="checkbox"/> Decision making <input type="checkbox"/> Implement decisions
<b>Data and Information Management</b>	
<input type="checkbox"/> Analyze data or facts <input type="checkbox"/> Sort data and objects <input type="checkbox"/> Compile and rank information <input type="checkbox"/> Investigate and research <input type="checkbox"/> Audit records <input type="checkbox"/> Compare, inspect, or record facts	<input type="checkbox"/> Keep financial records & manage money <input type="checkbox"/> Calculate, compute <input type="checkbox"/> Count, observe, compile <input type="checkbox"/> Detail-oriented <input type="checkbox"/> Take inventory <input type="checkbox"/> Evaluate
<b>Communication</b>	
<input type="checkbox"/> Speak effectively and speak in public <input type="checkbox"/> Write clearly and concisely <input type="checkbox"/> Listen attentively and objectively <input type="checkbox"/> Express ideas <input type="checkbox"/> Facilitate group discussion <input type="checkbox"/> Provide appropriate feedback <input type="checkbox"/> Negotiate and persuade <input type="checkbox"/> Perceive nonverbal messages <input type="checkbox"/> Research and report information <input type="checkbox"/> Use various forms of communication <input type="checkbox"/> Use media formats to present ideas	<input type="checkbox"/> Interview <input type="checkbox"/> Edit and revise content <input type="checkbox"/> Paraphrase a message <input type="checkbox"/> Use logic and reasoning <input type="checkbox"/> Remember information <input type="checkbox"/> Create new ideas <input type="checkbox"/> Prefer details <input type="checkbox"/> Understand the big picture <input type="checkbox"/> Convey feelings appropriately <input type="checkbox"/> Express one's needs and opinions <input type="checkbox"/> Convey a positive self-image

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<b>Research, Design and Planning</b>	
<input type="checkbox"/> Formulate relevant questions <input type="checkbox"/> Imagine alternatives <input type="checkbox"/> Identify information sources <input type="checkbox"/> Follow through with a plan <input type="checkbox"/> Manage time effectively <input type="checkbox"/> Predict future trends and patterns <input type="checkbox"/> Make and keep a schedule <input type="checkbox"/> Set goals and priorities <input type="checkbox"/> Identify alternatives courses of action <input type="checkbox"/> Design programs <input type="checkbox"/> Extract important information <input type="checkbox"/> Assess and define needs <input type="checkbox"/> Analyze and investigate <input type="checkbox"/> Analyze and test the validity of data	<input type="checkbox"/> Anticipate consequences of action <input type="checkbox"/> Conceptualize and create ideas <input type="checkbox"/> Observe and gather information <input type="checkbox"/> Formulate hypotheses <input type="checkbox"/> Calculate and comparing <input type="checkbox"/> Develop theory <input type="checkbox"/> Identify resources <input type="checkbox"/> Outlining <input type="checkbox"/> Identify resources <input type="checkbox"/> Think critically <input type="checkbox"/> Predict and forecast <input type="checkbox"/> Solving problems <input type="checkbox"/> Evaluate
<b>Human Relations and Interpersonal</b>	
<input type="checkbox"/> Keep a group on track <input type="checkbox"/> Maintain group cooperation <input type="checkbox"/> Delegate tasks and responsibilities <input type="checkbox"/> Perceive feelings and situations <input type="checkbox"/> Convey feelings appropriately <input type="checkbox"/> Understand the feelings of others <input type="checkbox"/> Persuade others <input type="checkbox"/> Make commitments to people <input type="checkbox"/> Be willing to take risks <input type="checkbox"/> Teach a skill, concept or principle <input type="checkbox"/> Analyze behavior of self and others <input type="checkbox"/> Demonstrate effective social behavior <input type="checkbox"/> Work under pressure <input type="checkbox"/> Be sensitive <input type="checkbox"/> Listen <input type="checkbox"/> Motivate others <input type="checkbox"/> Share credit and recognition with others	<input type="checkbox"/> Counsel others <input type="checkbox"/> Represent others <input type="checkbox"/> Cultural awareness <input type="checkbox"/> Respect, tolerance and cooperation <input type="checkbox"/> Kind, patient, caring and supportive <input type="checkbox"/> Tactful and diplomatic <input type="checkbox"/> Supervise others <input type="checkbox"/> Speak in public <input type="checkbox"/> Interview others <input type="checkbox"/> Anticipate needs <input type="checkbox"/> High energy <input type="checkbox"/> Open minded <input type="checkbox"/> Trustworthy <input type="checkbox"/> Negotiate <input type="checkbox"/> Understand <input type="checkbox"/> Adaptable <input type="checkbox"/> Outgoing
<b>Self Management</b>	
<input type="checkbox"/> Dependable <input type="checkbox"/> Enthusiastic and positive attitude	<input type="checkbox"/> Self motivation <input type="checkbox"/> Adaptability and flexibility

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<b>Management &amp; Leadership</b>	
<input type="checkbox"/> Initiate new ideas <input type="checkbox"/> Handle details <input type="checkbox"/> Managing groups <input type="checkbox"/> Motivate and lead people <input type="checkbox"/> Delegate responsibility <input type="checkbox"/> Teaching, coach, counsel <input type="checkbox"/> Promote change <input type="checkbox"/> Sell ideas or products <input type="checkbox"/> Analyze tasks <input type="checkbox"/> Identify and recruit talent <input type="checkbox"/> Identify resources <input type="checkbox"/> Organize people and tasks <input type="checkbox"/> Negotiate agreements <input type="checkbox"/> Run meetings <input type="checkbox"/> Explain things to others	<input type="checkbox"/> Self-motivated <input type="checkbox"/> Results oriented <input type="checkbox"/> Share leadership and empower others <input type="checkbox"/> Think of others <input type="checkbox"/> Team builder <input type="checkbox"/> Mediate and resolve conflict <input type="checkbox"/> Solve problems <input type="checkbox"/> Take risks <input type="checkbox"/> Make decisions <input type="checkbox"/> Lead <input type="checkbox"/> Meet deadlines <input type="checkbox"/> Take on responsibility <input type="checkbox"/> Set priorities <input type="checkbox"/> Interpret policy <input type="checkbox"/> Determine policy
<b>Creativity</b>	
<input type="checkbox"/> Artistic <input type="checkbox"/> Draw, sketch, render images <input type="checkbox"/> Present artistic ideas <input type="checkbox"/> Expressive	<input type="checkbox"/> Create visual displays <input type="checkbox"/> Brainstorming new ideas <input type="checkbox"/> Improvising <input type="checkbox"/> Thinking visually
<b>Other Transferable Skills</b>	
<input type="checkbox"/> Using your hands <input type="checkbox"/> Assemble or make things <input type="checkbox"/> Safety conscious <input type="checkbox"/> Build, observe, inspect things <input type="checkbox"/> Construct or repair	<input type="checkbox"/> Follow instructions <input type="checkbox"/> Operate tools and machinery <input type="checkbox"/> Drive or operate vehicles <input type="checkbox"/> Repair things <input type="checkbox"/> Use complex equipment
<b>Other Skills You Have</b>	
<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>

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### Take Stock of Your Transferable Skills

Review the lists of transferable skills and place a check mark next to all the skills you have. Then go back and highlight the 10 underlined skills you would enjoy using most. Write these top 10 skills in the spaces below and write a brief example of how you have demonstrated each skill in a job or relevant activity. This will help as you consider career options. It will also help you enhance your resume and prepare for interviews.

<i>Your Top 10 Transferable Skills</i>	<i>Example of How You've Used Each Skill</i>
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.