

TRANSFERABLE SKILLS CHECKLIST

When writing your resume and describing your experiences, focus on skills that are transferable to the position that you are seeking. Contact the Career Center for assistance in incorporating transferable skills into your resume.

KEY TRANSFERABLE SKILLS:

- Meet deadlines
- Delegate
- Plan
- Achieve results
- Provide customer service
- Supervise
- Increase sales
- Improve efficiency
- Accept responsibility
- Instruct others
- Learn/improve
- Manage time
- Problem solve
- Manage money/budgets
- Manage people
- Meet the public
- Organize projects
- Prioritize
- Work with others
- Communicate verbally/in writing
- Work independently
- Leverage computer skills
- Make decisions

OTHER TRANSFERABLE SKILLS:

WORKING WITH PEOPLE

- Demonstrate patience
- Persuade
- Counsel
- Exhibit sensitivity
- Support
- Act with diplomacy
- Speak publicly
- Assist
- Provide insight
- Teach

- Interview
- Anticipate needs
- Take orders
- Provide customer service
- Listen
- Serve
- Earn trust
- Negotiate
- Understand
- Adapt
- Work as part of a team
- Collaborate
- Sell
- Influence

WORKING WITH THINGS

- Assemble
- Build
- Observe
- Inspect
- Construct
- Follow instructions
- Operate machinery
- Drive vehicles
- Use tools
- Operate complex equipment

DEALING WITH DATA

- Analyze
- Investigate
- Audit
- Maintain records
- Locate information
- Calculate
- Compute
- Classify
- Record
- Count
- Observe

- Compile
- Research
- Pay attention to detail
- Inventory

USING WORDS/IDEAS

- Articulate
- Innovate
- Communicate
- Employ logic
- Demonstrate accuracy
- Design
- Edit
- Write
- Provide detail orientation
- Understand the big picture

LEADING

- Plan events
- Motivate
- Negotiate
- Make decisions
- Delegate
- Facilitate
- Direct
- Train
- Teach
- Achieve results
- Empower
- Build teams
- Mediate conflict
- Take risks

ENGAGING THE ARTS

- Express
- Perform
- Design
- Create
- Render