Transferable Skills

Transferable skills are often referred to as "portable" or "universal" skills because they are utilized in numerous situations and because they are obtained through various sources (such as school, work, volunteer activities, etc.), deliberately or unintentionally. Examples of transferable skills follow. You may wish to circle the skills you possess to incorporate into a resume or cover letter, or to examine career options.

Key Skills:
- Attending to Detail
- Being Punctual
- Collaborating
- Cooperating
- Enforcing Policies
- Enlisting Help
- Implementing Decisions
- Instructing Others
- Making Decisions
- Managing Money/People/Time
- Meeting the Public
- Negotiating
- Organizing
- Public Speaking
- Reporting Information
- Setting & Meeting Deadlines
- Writing Effectively

Creative/Artistic:
- Dancing
- Drawing
- Performing/Acting
- Presenting Artistic Ideas

Dealing with Data:
- Analyzing Data
- Auditing Records
- Being Detail-Oriented
- Budgeting
- Calculating/Computing
- Checking for Accuracy
- Classifying Things
- Comparing
- Compiling
- Defining Needs
- Evaluating
- Extracting Important Information
- Forecasting
- Investigating
- Keeping Financial Records

- Observing/Inspecting
- Predicting
- Recording Facts
- Researching
- Synthesizing
- Taking Inventory

Leadership Abilities:
- Coordinating Tasks
- Delegating Responsibility
- Directing Others
- Handling Details
- Influencing Others
- Initiating New Tasks
- Making Decisions
- Managing/Directing Others
- Mediating Problems
- Negotiating Agreements
- Planning
- Running Meetings
- Selling Ideas/Products
- Solving Problems

Using Hands:
- Assembling Things
- Building Things
- Constructing Buildings
- Driving/Operating Vehicles
- Good with Hands
- Observing/Inspecting
- Operating Tools/Machines
- Repairing Things
- Using Complex Equipment

Using Words & Ideas:
- Articulating
- Communicating Verbally
- Corresponding with Others

- Facilitating Group Discussion
- Imagining Alternatives
- Providing Appropriate Feedback

Working with People:
- Being Sensitive
- Caring For Others
- Confronting Others
- Counseling
- Demonstrating
- Describing Feelings
- Developing Rapport
- Helping Others
- Interviewing
- Listening
- Mentoring
- Negotiating
- Perceiving Nonverbal Messages
- Persuading
- Representing Others
- Supervising
- Teaching
- Understanding

Personality Traits:
- Dependable
- Enthusiastic
- Flexible
- Friendly
- Hard-working
- Intelligent
- Learns Quickly
- Patient
- Persistent
- Pride in Doing a Job
- Responsible
- Results-Oriented
- Self-Motivated