

Transferable Skills

What are transferable skills? Simply put, they are skills you have acquired during any activity in your life—jobs, classes, projects, parenting, hobbies, sports—virtually anything that is transferable and applicable to what you want to do in your next job.

Use this checklist to find your transferable skills.



Key Transferable Skills

- Meet deadlines
- Ability to delegate
- Ability to plan
- Results oriented
- Customer Service oriented
- Supervise others
- Increase sales or efficiency
- Accept responsibility
- Instruct others
- Desire to learn and improve
- Good time management
- Solve problems
- Manage money/budgets
- Manage people
- Meet the public
- Organize people
- Organize/manage projects
- Team player
- Written communication
- Work independently
- Computer skills

Dealing with Things

- Drawing
- Painting
- Typing
- Use my hands

- Research
- Assemble or make things
- Safety conscious
- Build, observe, inspect things
- Construct or repair
- Classify data
- Compare, inspect, or record facts
- Count, observe, compile
- Detail-oriented
- Take inventory

Working with People

- Patient
- Care for
- Persuasive
- Confront others
- Pleasant
- Counsel people
- Sensitive
- Demonstrate something
- Supportive
- Diplomatic
- Supervise
- Speak in public
- Help others
- Tactful
- Insightful
- Patient
- Diplomatic
- Sociable

- Teach
- Interview others
- Anticipate needs
- Open minded
- Research
- Create new ideas
- Design
- Speak in public
- Edit
- Write clearly
- Prefer details
- Understand the big picture

Leadership

- Arrange social functions
- Motivate people
- Negotiate agreements
- Decisive
- Plan
- Delegate
- Run meetings
- Direct others
- Explain things to others
- Self-motivated
- Get results
- Share leadership
- Think of others
- Direct projects
- Team builder
- Mediate problems
- Solve problems