

## Transferable Skills

Transferable skills are abilities and experiences that can be applied to a variety of settings. These skills are gained through avenues such as work, volunteering, coursework, and extracurricular activities. This handout is designed to help identify transferable skills and determine how they relate to new opportunities. Once discovered, then transferable skills can be applied during resume preparation, job applications, and interviewing.

Take a moment and mark which of the following skills you have learned in your previous jobs. At the end of this exercise, write down examples of when and how you used your strongest skills, noting positive results.

If you have worked in retail, some skills you may have learned that you can use in an Academic Coordinator position might be:

- Time management
- Team work
- Perceiving feelings, situations
- Coordinating tasks

Try not to focus on the specific tasks you completed during the retail position. Instead, describe your skills related to the posing for which you are applying.

### Communication

*The ability to express and articulate their ideas in an organized or concise way.*

- \_\_ Describing feelings
- \_\_ Editing
- \_\_ Expressing ideas
- \_\_ Facilitating discussions
- \_\_ Interviewing
- \_\_ Listening attentively
- \_\_ Negotiating
- \_\_ Perceiving non-verbal messages
- \_\_ Persuading
- \_\_ Presenting information
- \_\_ Providing feedback
- \_\_ Speaking effectively
- \_\_ Writing effectively

### Research & Planning

*The ability to search for solutions and solve problems.*

- \_\_ Calculating results
- \_\_ Creating spreadsheets and databases
- \_\_ Creating theories and ideas
- \_\_ Defining needs
- \_\_ Developing evaluations
- \_\_ Extracting information
- \_\_ Gathering information
- \_\_ Identifying problems
- \_\_ Identifying resources
- \_\_ Imagining alternatives
- \_\_ Predicting
- \_\_ Setting goals
- \_\_ Solving problems

### **Human Relations**

*The ability to help people, work as a team, and share responsibilities with others.*

- Asserting
- Being sensitive
- Conveying feelings
- Cooperating
- Counseling
- Delegating with respect
- Developing relationships
- Listening
- Motivating
- Perceiving feelings, situations
- Providing support
- Representing others
- Sharing credit

### **Organizing, Management & Leadership**

*The ability to handle decisions and take charge during projects.*

- Advising
- Coaching
- Coordinating tasks
- Decision making with others
- Delegating responsibility
- Handling details
- Initiating new ideas
- Managing conflict
- Managing groups
- Promoting change
- Selling ideas or products
- Teaching

### **Work Survival**

*The ability to be reliable and accountable at work.*

- Accepting responsibility
- Attending to detail
- Being punctual
- Cooperating
- Enforcing policies
- Enlisting help
- Implementing decisions
- Making decisions
- Managing time
- Meeting goals
- Organizing
- Setting and meeting deadlines