

TRANSFERRABLE SKILLS

Transferrable skills are those that you can take from job to job. Review each transferrable skill. If you have the skill listed, and are good at it, circle the skill.

Critical Skills

Accept responsibility	Deal with the public	Increase efficiency	Instruct others
Manage money or budgets	Manage people	Meet deadlines	Meet the public
Negotiate	Organize or manage projects	Plan activities or events	Solve problems
Speak well in public	Supervise others	Work well as a group	Write well
Assemble or make things	Build, observe, inspect things	Construct or repair buildings	Drive or operate vehicles
Operate or use tools and machinery	Repair things	Use complex equipment	Use your hands
Analyze data or facts	Audit records	Calculate, compute data	Check for accuracy
Classify things	Compare, inspect, or record facts	Count, observe, compile	Notice details
Evaluate	Investigate	Research	Take inventory

Working with People

Care for Others	Confront Others	Counsel People	Demonstrate
Handle Criticism	Have Patience	Help Others	Interview Others
Interact Well with Others	Show Empathy	Listen to Others	Persuade
Tolerate	Teach Others	Use Tact	Supervise
Understand	Administer	Consider Others	Socialize with others

Using Words/ Ideas

Articulate Clearly	Communicate verbally	Correspond with Others	Develop new ideas
Edit	Invent	Reason	Remember Information
Speak in Public	Use Resources	Write Clearly	Relay information

Leadership

Act Confidently	Arrange social functions	Compete with others	Control Self
Create Solutions	Delegate	Direct others	Make decisions
Explain concepts	Get results	Initiate new tasks	Mediate problems
Plan	Run Meetings	Motivate Self	Motivate Others

Creative/Artistic

Appreciate Music	Dance, use movement	Draw, create	Express feelings artistically
Perform, act	Invent	Present artistic ideas	Play instruments



Of those transferrable skills that you circled, select the top five skills that you possess and examples of how you exhibit each:

