

Identifying Transferable Skills

Whether creating a resume, preparing for an interview, or entering a networking environment, you will need to be ready to communicate your transferable skills. In order to do this effectively, you should start by recalling your past experiences. This can include employment, academic endeavors, leadership experiences, volunteer roles, life experiences, and more.

Employers seek transferable skills, traits and certain qualities within job candidates. The top 10 are:

- Adaptability • Communication • Time Management • Leadership • Critical Thinking • Professionalism
• Respect for Diversity • Willingness to Keep Learning • Strong Work Ethic**

A. Reflect on your competency within each of the top 5 areas (listed below) by doing the following:

1. Place a **3** in the box if you are **highly skilled** in the area
2. Place a **2** in the box if you are **moderately skilled** in the area
3. Place a **1** in the box if you **need improvement** in the area

Problem-solving Skills <i>Steps for identifying problems and creating realistic solutions</i>	
	Gathering feedback/data
	Analyzing information
	Thinking creatively
	Active listening
	Developing project plans
	Leading discussion
	Prioritizing
	Brainstorming ideas
	Determining group needs
	Anticipating challenges
	Identifying problems
	Total

Teamwork <i>Positive human relationships in group interactions</i>	
	Managing conflicts
	Finding resolutions
	Building relationships
	Listening
	Motivating
	Providing support and care
	Respecting others
	Collaborating
	Holding team accountable
	Perceiving feelings
	Meeting team expectations
	Total

Written Communication <i>Expression of ideas and information through writing</i>	
	Writing professional emails
	Editing/Proofreading
	Using word processor
	Developing stories
	Tailoring communication
	Taking notes
	Creating reports from data
	Making memos
	Citing sources
	Completing forms
	Posting on social media
	Total

Leadership <i>Motivate and direct individuals toward a common goal</i>	
	Building consensus
	Speaking publicly
	Creating presentations
	Reading body language
	Setting effective group goals
	Openness to other ideas
	Creating good team dynamic
	Communicating expectations
	Responding to feedback
	Inspiring others
	Mentoring
	Total

Strong Work Ethic <i>Practices that promote efficient and effective work environments</i>	
	Organizing
	Achieving goals
	Cooperating
	Punctuality
	Setting and meeting deadlines
	Accepting responsibility
	Attending to detail
	Enlisting help
	Making decisions
	Managing time
	Implementing decisions
	Total

B. Identify the 3 highest scoring categories, which are your key competency skills. Then, consider the following:

- What areas within your highest scoring categories need improvement?
- In what ways can you improve in those areas as well as in the lowest scoring categories?
- What occupations require your competent skill set?

Identifying Transferable Skills

C. Use the following chart to detail how you have used some of your top skills in previous experiences:

Transferable Skill:	Work Experience	Academic Project	Co-curricular Involvement	Other Experience
<i>Example: Teamwork – finding resolutions</i>	<i>Resolved customer concerns by listening and implementing solutions.</i>	<i>Mediated conflict that arose during Psychology group project.</i>	<i>Created newsletter for organization alumni to resolve concern of their lacking awareness.</i>	<i>Led conversation with roommate to reach an agreement for desired communication.</i>