

Every job that one holds allows individuals to fine tune a skill. As you go through the list below, mark an X beside each skill that you possess. When you complete this exercise you will have an excellent idea of what to highlight on your résumé. If you are transitioning into a new field, pay close attention to the skills you have that are also required by the new field. Even though you may have never worked in that field, you will probably have skills that you can highlight.

Most Common Transferable Skills

- Instruct others
- Public speaking
- Time management
- Written communication
- Manage people
- Organized
- Manage projects
- Manage money, budget
- Negotiate
- Meet deadlines
- Interpersonal skills
- Communication skills

Communication Skills

- Write concisely
- Speak effectively
- Summarize results
- Listen attentively
- Express ideas
- Facilitate group(s)
- Provide feedback
- Negotiate
- Nonverbal messages
- Persuade
- Edit
- Articulate

Information Management Skills

- Synthesize facts, concepts
- Sort data
- Evaluate information
- Compile and rank information

Leadership Skills

- Attention to detail
- Gather information objectively
- Punctual
- Assess a course of action
- Enlist help from others
- Adhere to schedules
- Meet goals
- Set and meet deadlines
- Enforce policy
- Accept/learn from feedback
- Creative
- Listen to opinions

Critical Thinking Skills

- Create Novel Situations
- Define a Problem
- Develop solutions
- Analyze Connections
- Logical in thinking
- Work well with facts

Investigation/Research Skills

- Extract important data
- Identify problems
- Gather and organize data
- Create ideas
- Identify information sources
- Predict/ forecast
- Conduct field studies
- Examine data
- Use statistical applications
- Design a model
- Lead an experiment
- Use Internet/book resources

Administrative/Management Skills

- Handle details
- Facilitate meetings
- Teach/ instruct
- Coordinate tasks
- Make decisions
- Delegate responsibility
- Counsel
- Promote change
- Mediate problems
- Motivate others
- Analyze tasks
- Sell ideas or products
- Plan events
- Time management

Design or Planning Skills

- Set goals/ priorities
- Create alternatives
- Evaluate plans or events
- Plan projects with others
- Coordinate research
- Assess needs
- Develop evaluation strategies

Interpersonal Skills

- Resolve conflict
- Cooperate
- Develop rapport
- Listen actively
- Understand group dynamics
- Provide support
- Perceive others feelings
- Embrace diversity
- Represent other

