

Transferable Skills

What kinds of skills do you bring to work with you?

As has been discussed, skills come in a variety of forms. Some skills are learned because we have a hobby, engage in sports, write music, play an instrument, build models, use a computer, hike, swim or ski, etc . . . All of these activities require skills to perform. They are called **transferable skills** because they can be transferred from one situation to another. Some are general skills that can be useful on a variety of jobs. Others are more specialized skills you have acquired during activities in your life – jobs, classes, projects, parenting, volunteering, or household chores, – that can be transferable to a job or new career. As you gain work experience, you will also be gaining more transferable skills.

The following page contains a list of transferable skills in six (6) areas that will be of interest to employers. The ability to identify these skills and talk about them on your resume and during an interview will be very important to your future employment experiences.

List of Transferable Skills

Manual/Technical

- Assemble/install
- Construct/build
- Fix/repair
- Reason mechanically
- Work with animals
- Use hand tools
- Operate machinery
- Operate equipment
- Drive vehicles
- Landscape/garden
- Possess physical stamina
- Labor outdoors
- Use hands well

Analytical/Problem-solving skills

- Analyze/Diagnose
- Research/investigate
- Interpret data
- Classify/organize
- Evaluate/assess
- Write scientifically
- Write technically
- Make logical decisions
- Analyze finances
- Reason mathematically
- Use facts
- Prioritize
- Put things into logical order
- Explore scientifically
- Use rational reasoning

Innovative/original skills

- Use imagination to create
- Design graphically
- Use intuition
- Design programs, events
- Originate ideas
- Act/perform
- Write creatively
- Brainstorm (think of many possibilities)
- Have artistic sense
- Draw/design artistically
- Move creatively/dance/mime
- Put facts together creatively
- Innovate/invent
- Compose music, songs, lyrics

Social/interpersonal skills

- Listen skillfully
- Develop rapport, understanding
- Counsel/guide/mentor
- Draw people out/interview
- Instruct/Train/Educate
- Put others at ease
- Facilitate groups
- Communicate with tact
- Serve/respond
- Advise
- Cooperate with others
- Show warmth and caring
- Support & cooperate
- Heal/nurse/nurture/cure

Managing/Influencing Skills

- Administer programs or resources
- Direct/supervise
- Make business decisions
- Negotiate with others or groups
- Sell/persuade
- Convince through force of personality
- Oversee programs, projects, activities
- Organize/set goals
- Undertake entrepreneurial activities
- Organize and manage activities
- Exercise leadership in a group
- Take risk in public
- Negotiate deals or transactions
- Coordinate people and activities

Details/Data Skill

- Work with numerical data
- Proofread/edit
- Inspect/examine/inventory
- Type/word process
- Follow directions accurately
- Be careful and accurate
- Do math quickly and accurately
- Schedule/organize events
- Complete details on schedule
- Keep track of data or numbers/accounting
- Categorize/sort
- Remember numbers or specific facts
- Attend to detail
- File/classify/record/retrieve