

# Transferable Skills

Often, skills you have picked up in jobs or volunteer experiences make you a good fit for many other jobs – even jobs that seem to have nothing to do with your past experiences. These are called “transferable skills” because of how they transfer to lots of jobs. Below is a list of skills that can be gained in one job and transferred to another – hence the term “transferrable skills.”

First, list all the jobs and volunteer experiences you have had, starting with the most recent and working your way backward. Next, number each of the experiences, “1” for the most recent, “2” for the one before that, and so on. Then look at your “1” experience and go through the entire list below, putting a 1 next to each transferable skill you used in that position; then look at your “2” experience and go through the entire list, putting a 2 next to each skill used in that position, and so on until you have gone through all your experiences. When finished, you will have a good inventory of the transferable skills you have acquired.

<a href="#"><u>Adaptable</u></a>	<a href="#"><u>Explore Alternatives</u></a>	<a href="#"><u>Prioritize Tasks</u></a>
<a href="#"><u>Advertise Things</u></a>	<a href="#"><u>File Records</u></a>	<a href="#"><u>Process Materials</u></a>
<a href="#"><u>Advise People</u></a>	<a href="#"><u>First Aid / CPR</u></a>	<a href="#"><u>Proofread</u></a>
<a href="#"><u>Analyze Data</u></a>	<a href="#"><u>Follow Directions</u></a>	<a href="#"><u>Public Relations</u></a>
<a href="#"><u>Anticipate Problems</u></a>	<a href="#"><u>Fundraising</u></a>	<a href="#"><u>Public Speaking</u></a>
<a href="#"><u>Appraise Services</u></a>	<a href="#"><u>Handle Complaints</u></a>	<a href="#"><u>Purchasing</u></a>
<a href="#"><u>Assemble Products</u></a>	<a href="#"><u>Illustrate</u></a>	<a href="#"><u>Quality Control</u></a>
<a href="#"><u>Assess Situations</u></a>	<a href="#"><u>Inspect</u></a>	<a href="#"><u>Record Data</u></a>
<a href="#"><u>Assess Employees</u></a>	<a href="#"><u>Instruct</u></a>	<a href="#"><u>Report Information</u></a>
<a href="#"><u>Bargain / Barter</u></a>	<a href="#"><u>Interpret Data</u></a>	<a href="#"><u>Report Writing</u></a>
<a href="#"><u>Bilingual</u></a>	<a href="#"><u>Interview People</u></a>	<a href="#"><u>Research</u></a>
<a href="#"><u>Bookkeeping</u></a>	<a href="#"><u>Invent Solutions</u></a>	<a href="#"><u>Restore Items</u></a>
<a href="#"><u>Budgeting</u></a>	<a href="#"><u>Inventory</u></a>	<a href="#"><u>Retrieve Information</u></a>
<a href="#"><u>Build Relationships</u></a>	<a href="#"><u>Learn Procedures</u></a>	<a href="#"><u>Review Results</u></a>
<a href="#"><u>Collect Money</u></a>	<a href="#"><u>Liaison</u></a>	<a href="#"><u>Schedule Tasks</u></a>
<a href="#"><u>Collect Data</u></a>	<a href="#"><u>Listen</u></a>	<a href="#"><u>Schedule People</u></a>
<a href="#"><u>Communication Skills</u></a>	<a href="#"><u>Make Policy</u></a>	<a href="#"><u>Sell Products</u></a>
<a href="#"><u>Community Awareness</u></a>	<a href="#"><u>Manage</u></a>	<a href="#"><u>Sell Services</u></a>
<a href="#"><u>Compile Statistics</u></a>	<a href="#"><u>Marketing</u></a>	<a href="#"><u>Sequence Tasks</u></a>
<a href="#"><u>Complete Tasks</u></a>	<a href="#"><u>Math Skills</u></a>	<a href="#"><u>Sketch</u></a>
<a href="#"><u>Computer Experience</u></a>	<a href="#"><u>Mechanical Ability</u></a>	<a href="#"><u>Solve Problems</u></a>
<a href="#"><u>Conflict Resolution</u></a>	<a href="#"><u>Mediate Problems</u></a>	<a href="#"><u>Sort Items</u></a>
<a href="#"><u>Construct Things</u></a>	<a href="#"><u>Meet Deadlines</u></a>	<a href="#"><u>Stock Shelves/Rooms</u></a>
<a href="#"><u>Control Costs</u></a>	<a href="#"><u>Meet The Public</u></a>	<a href="#"><u>Supervise Others</u></a>
<a href="#"><u>Copy Information</u></a>	<a href="#"><u>Memorization</u></a>	<a href="#"><u>Support Others</u></a>
<a href="#"><u>Counseling</u></a>	<a href="#"><u>Monitor Activities</u></a>	<a href="#"><u>Test Items</u></a>
<a href="#"><u>Create Things</u></a>	<a href="#"><u>Motivate Others</u></a>	<a href="#"><u>Test Others</u></a>
<a href="#"><u>Customer Service</u></a>	<a href="#"><u>Move Materials</u></a>	<a href="#"><u>Tolerate Interruptions</u></a>
<a href="#"><u>Deliver Items</u></a>	<a href="#"><u>Multi-Tasking</u></a>	<a href="#"><u>Translate Instructions</u></a>
<a href="#"><u>Design Things</u></a>	<a href="#"><u>Negotiate</u></a>	<a href="#"><u>Translate Languages</u></a>
<a href="#"><u>Design Processes</u></a>	<a href="#"><u>Operate Equipment</u></a>	<a href="#"><u>Troubleshoot</u></a>
<a href="#"><u>Detail Oriented</u></a>	<a href="#"><u>Organize Things, Tasks</u></a>	<a href="#"><u>Tutor Others</u></a>
<a href="#"><u>Direct Others</u></a>	<a href="#"><u>Perceive Reactions</u></a>	<a href="#"><u>Upgrade Processes</u></a>
<a href="#"><u>Dispense Information</u></a>	<a href="#"><u>Perceive Situations</u></a>	<a href="#"><u>Upgrade Products</u></a>
<a href="#"><u>Drive</u></a>	<a href="#"><u>Physical Endurance</u></a>	<a href="#"><u>Verify Information</u></a>
<a href="#"><u>Edit Text</u></a>	<a href="#"><u>Plan Procedures</u></a>	<a href="#"><u>Word Processing</u></a>
<a href="#"><u>Event Planning</u></a>	<a href="#"><u>Precision Work</u></a>	<a href="#"><u>Work Independently</u></a>
<a href="#"><u>Exchange Ideas</u></a>	<a href="#"><u>Prepare Reports</u></a>	<a href="#"><u>Work In A Team</u></a>

Once you have gone through the list of skills for all your experiences, on your list of experiences write down how many months you were in each experience. *(Continued on other side of page)*

Now in your resume's "Skills & Qualifications" section you can list a transferable skill in a general way, telling how much experience you have using it; just translate the number of months into a number of years. For example, perhaps you were providing customer service in experiences 1 and 4; you were in experience 1 for 10 months and experience 4 for 18 months, for a total of 28 months. Your bullet point for that experience could be:

- Over 2 years' experience providing customer service

The list with your numbers can also help you come up with duties to list as bullet points under each experience. For an experience, look at the list for skills that have that experience's number next to it, then write a bullet point that creates a picture for the employer of how you used it. For example:

- Assisted up to 20 customers per shift in identifying useful products

Once a person has identified their transferable skills, they can list them on their resume in ways more likely to attract an employer's attention. Using adverbs and adjectives, you can put a positive connotation in the employers' mind. For example:

Rather than:

- Detail-oriented
- Customer service
- Computer experience

It could be:

- Thoroughly detail-oriented
- Attentive customer service
- Versatile computer experience

Here are some adverbs and adjectives for use in describing transferrable skills; this isn't a complete list; you may think of other words to describe your skills:

<u>Accurate</u>	<u>Constructive</u>	<u>Firm</u>	<u>Optimistic</u>	<u>Reflective</u>
<u>Active</u>	<u>Creative</u>	<u>Flexible</u>	<u>Organized</u>	<u>Reliable</u>
<u>Adaptable</u>	<u>Decisive</u>	<u>Focused</u>	<u>Orderly</u>	<u>Resourceful</u>
<u>Adventuresome</u>	<u>Dependable</u>	<u>Generous</u>	<u>Original</u>	<u>Respectful</u>
<u>Alert</u>	<u>Determined</u>	<u>Gentle</u>	<u>Outgoing</u>	<u>Self-controlled</u>
<u>Assertive</u>	<u>Diplomatic</u>	<u>High-Energy</u>	<u>Patient</u>	<u>Sincere</u>
<u>Attentive</u>	<u>Driven</u>	<u>Honest</u>	<u>Perceptive</u>	<u>Spontaneous</u>
<u>Conscientious</u>	<u>Easygoing</u>	<u>Humorous</u>	<u>Persistent</u>	<u>Stable</u>
<u>Calm</u>	<u>Effective</u>	<u>Ingenious</u>	<u>Playful</u>	<u>Tactful</u>
<u>Candid</u>	<u>Empathetic</u>	<u>Intelligent</u>	<u>Pleasant</u>	<u>Thoughtful</u>
<u>Clear-thinking</u>	<u>Energetic</u>	<u>Judicious</u>	<u>Poised</u>	<u>Thorough</u>
<u>Cooperative</u>	<u>Enthusiastic</u>	<u>Kind</u>	<u>Polite</u>	<u>Tidy</u>
<u>Courageous</u>	<u>Enterprising</u>	<u>Logical</u>	<u>Practical</u>	<u>Tolerant</u>
<u>Competent</u>	<u>Expressive</u>	<u>Loyal</u>	<u>Punctual</u>	<u>Trustworthy</u>
<u>Composed</u>	<u>Fair</u>	<u>Methodical</u>	<u>Quick</u>	<u>Versatile</u>
<u>Consistent</u>	<u>Fast</u>	<u>Open-minded</u>	<u>Realistic</u>	<u>Warm</u>

Two things to remember: 1) Use an adverb or adjective appropriate to the skill; and 2) Don't overuse just one or two adverbs or adjectives.

Also, you can use multiple adverbs and adjectives for a transferrable skill:

- Consistently, thoroughly detail-oriented
- Clear-thinking, attentive customer service

And remember to include how much experience you have in a skill by using the length of time you have used that. A bullet point for your Skills & Qualifications section including the length of time and descriptive words could be:

- 2 years' experience providing clear-thinking, attentive customer service

And a bullet point listed with a particular job could be:

- Assisted up to 20 customers per shift in accurately identifying useful products

So remember: use transferable skills to identify qualifications to put on your resume!