

TRANSFERABLE SKILLS:

As you begin your search for a career and/or job, it is important to know your qualifications and communicate these skills to an employer through your resume, cover letter, and interview. Over the years you have developed many skills through your coursework, extracurricular activities, and life experiences. Review the list below and identify which transferrable skills you have and reflect on how you acquired these skills. Use this information when creating your resume to describe your experiences and the skills gained from these experiences. For example, if you have researched a topic for class and then wrote, edited, and presented a final research paper in front of your peers, you have used skills (gathering information, writing, problem-solving, presenting) which are not limited to that specific academic discipline, but are transferable to many occupations.

Communication	Research and planning	Human relations	Organizing, management and leadership	Work survival
The skillful expression and interpretation of knowledge and ideas.	The search for specific knowledge and the ability to conceptualize future needs and solutions.	The use of interpersonal skills for resolving conflict, relating to and helping people.	Ability to supervise and guide individuals and groups in the completion of goals.	The daily skills that assist in promoting effective production and work satisfaction.
Speaking effectively	Predicting	Developing relationships	Initiating new ideas	Implementing decisions and ideas
Writing effectively	Creating theories and ideas	Being sensitive	Handling details	Cooperating
Listening attentively	Identifying and anticipating problems	Empathizing	Coordinating tasks	Enforcing policies
Expressing ideas		Listening	Managing groups	Being punctual
Facilitating discussions	Imagining alternatives	Conveying feelings	Delegating responsibility	Managing time
Negotiating	Identifying resources	Providing support	Teaching and training	Attending to detail
Persuading	Gathering information	Motivating	Coaching	Meeting goals
Perceiving non-verbal messages	Solving problems	Sharing credit	Advising	Enlisting help
Presenting information	Setting goals	Counseling	Promoting change	Accepting responsibility
Describing feelings	Extracting information	Cooperating	Selling ideas or products	Setting and meeting deadlines
Interviewing	Defining needs	Delegating with respect	Decision making with others	Organizing
Editing	Developing evaluations	Representing others	Managing conflict	Making decisions
Explaining complex concepts	Creating spreadsheets and databases	Perceiving feelings, situations	Follow-through	Take initiative
Listening to understand	Calculating results	Asserting	Multitasking	Being a team player
Articulating complex concepts	Analyzing data and facts	Responding to concerns	Setting and attaining goals	Adaptability and flexibility
Providing feedback	Assess needs	Assisting others	Monitor progress	Taking direction
Modify communication for audience	Prioritizing	Collaborate with an interdisciplinary team	Budgeting and estimating costs	Navigate processes
Responding to questions	Project evaluation	Develop trust		Learning new concepts
	Summarize findings and report data			

ACTION VERBS:

Action verbs are an effective way to begin a skills statement. They help to catch the reader's attention and demonstrate both technical and transferable skills you have used in your experiences.

Accomplishment	lectured	revised	authorized	studied	grossed
achieved	listened	revitalized	cataloged	suggested	increased
completed	marketed	shaped	centralized	tailored	inventoried
decreased	mediated	solved	charted	tracked	maximized
expanded	moderated		classified		multiplied
exceeded	negotiated	Helping	collected	Problem Solving	netted
improved	observed	aided	commissioned	alleviated	profited
increased	outlined	accommodated	committed	analyzed	projected
oriented	participated	advised	confirmed	brainstormed	purchased
pioneered	persuaded	alleviated	contracted	collaborated	quantified
reduced (losses)	presented	assisted	coordinated	conceived	rated
resolved (issues)	promoted	assured	customized	conceptualized	reconciled
restored	proposed	bolstered	delegated	created	recorded
spearheaded	publicized	coached	designated	debugged	reduced
succeeded	reconciled	continued	designed	decided	totaled
surpassed	recruited	cooperated	determined	deciphered	
transformed	referred	counseled	developed	detected	Technical Skills
won	reinforced	dealt	devised	diagnosed	adapted
	reported	eased	dispatched	engineered	applied
Communication	resolved	elevated	established	foresaw	assembled
addressed	responded	enabled	evaluated	formulated	build
advertised	solicited	endorsed	facilitated	found	calculated
arranged	specified	enhanced	forecasted	investigated	computed
articulated	spoke	enriched	formulated	recommended	conserved
authored	suggested	familiarized	housed	remedied	constructed
clarified	summarized	helped	identified	remodeled	converted
collaborated	synthesized	interceded	implemented	repaired	debugged
communicated	translated	mobilized	incorporated	revamped	designed
composed	wrote	modeled	instituted	revitalized	determined
condensed		polished	issued	satisfied	developed
conferred	Creative	prescribed	linked	solved	engineered
contacted	adapted	provided	logged	synthesized	fabricated
conveyed	began	protected	mapped out	theorized	fortified
convinced	combined	rehabilitated	observed		installed
corresponded	composed	relieved	obtained	Quantitative	maintained
debated	conceptualized	rescued	ordered	accounted for	operated
defined	condensed	saved	organized	appraised	overhauled
described	created	served	planned	approximated	printed
developed	customized	sustained	prepared	audited	programmed
directed	designed	tutored	prioritized	balanced	regulated
discussed	developed	validated	procured	budgeted	remodeled
drafted	directed		programmed	calculated	repaired
edited	displayed	Planning & Organizing	recruited	checked	replaced
elicited	established	acquired	rectified	compiled	restored
enlisted	fashioned	activated	researched	compounded	solved
explained	formulated	adjusted	reserved	computed	specialized
expressed	founded	administered	retrieved	conserved	spearheaded
formulated	illustrated	allocated	revised	converted	standardized
furnished	initiated	altered	routed	counted	studied
influenced	integrated	anticipated	scheduled	dispensed	upgrade
interacted	introduced	appointed	selected	dispersed	utilized
interpreted	invented	arranged	secured	earned	
interviewed	modeled	asssembled	simplified	enumerated	
involved	modified	assessed	sought	estimated	
joined	performed	assigned	straightened	figured	
judged	planned		strategize	financed	