



Transferable Skills List

*Follow the path of your potential
and live the work you love!*

As you review the lists below, circle the dot next to those skills that you possess. Then review them again and check off the skills you also enjoy using. For example, you may have solid proofreading skills but prefer not to have to use those skills in your work.

Think of skills + enjoyment, as your **motivated talents**. These are what you want to emphasize on your resume and in any communication you have with a potential employer. If you are starting a business, it is equally important to do this exercise. The key to having fulfilling work is being able to use and express your motivated talents!

Communication Skills

- Public speaking
- Writing concisely
- Effective listening
- Conveying information
- Explaining ideas
- Sharing feelings and emotions
- Understanding nonverbal communication
- Persuading
- Reporting
- Leading meetings / group discussions
- Interviewing
- Editing, proofreading,
- Visual presentation such as electronic media; video streaming, webinars etc.
- Foreign language or sign language skills

Intellectual Skills

- Identifying and utilizing information resources
- Researching
- Categorizing, analyzing data
- Creative problem solving
- Checking for accuracy
- Constructing and testing a hypothesis

- Identifying patterns, problems, causes
- Defining needs
- Inventing, designing new processes
- Exploring, examining theories
- Determining priorities
- Forecasting possibilities and outcomes
- Conceiving solutions to problems, troubleshooting
- Goal setting, action planning
- Determining measures of progress and success
- Evaluating program effectiveness
- Extracting important information
- Developing evaluation strategies

Interpersonal Skills and Human Relations

- Establishing rapport
- Being sensitive to others' views and concerns
- Providing support
- Team building
- Problem solving
- Motivating, inspiring others
- Leading, supervising
- Delegating effectively
- Cooperating
- Serving others
- Facilitating groups
- Representing a group or organizational views/needs/concerns
- Persuading, selling
- Mentoring, coaching, teaching, training others

Organizational Skills

- Conceiving and communicating ideas
- Coordinating tasks, projects
- Handling details
- Calculating, accounting, purchasing, taking inventory
- Managing group efforts, projects

- Resolving conflicts; mediating, arbitrating, negotiating
- Mentoring, coaching, training others
- Recruiting, Interviewing, hiring
- Providing leadership
- Identifying problems and proposing solutions
- Managing resources
- Budgeting, managing finances
- Setting priorities, planning, organizing
- Balancing organizational/public/social needs against individual needs
- Assessing and forecasting needs
- Implementing or administering programs or policies
- Delegating responsibilities
- Promoting change
- Meeting timelines
- Arranging functions, special events management

Personal Skills

- Managing resources and timelines efficiently
- Learning new information and skills
- Adapting to new environments, situations, people
- Networking, relationship building
- Goal setting, action planning
- Making and implementing decisions
- Ability to think and act independently
- Taking initiative
- Learning independently
- Accepting responsibility
- Cooperating and communicating well with others
- Working effectively under pressure, during crisis

Creative Skills

- Conceiving novel solutions and approaches to problems
- Combining existing materials, ideas, information in new ways
- Seeing problems, patterns, or opportunities
- Improving existing products, procedures, etc. through innovation

- Translating ideas or vision into physical representation
- Making models
- Utilizing new technologies in innovative ways
- Designing, illustrating, integrating
- Dealing creatively with colors, shapes, textures, dimensions and space
- Entertaining or performing; art, music, drama

Physical / Manual Skills

- Constructing, building
- Assembling, disassembling
- Driving
- Operating equipment, machinery
- Inspecting and maintaining equipment, machinery
- Growing things
- Shaping things
- Repairing
- Moving objects
- Making things
- Possessing physical strength, dexterity, endurance, coordination
- Using hand tools, power tools