Transferable Skills Worksheet

Over the years, you have developed many skills from coursework, extracurricular activities, internships, jobs and your total life experiences. Almost any job, course project, student organization activity, or volunteer experience you have had provided you with particular skills that can be transferable, or relevant and useful, in future work or volunteer experiences.

Skills and Qualities Important to Employers

According to the 2014 National Association of Colleges and Employers (NACE) Job Outlook Survey, the top 10 qualities/skills employers seek are transferable skills:

1. Ability to work in a team structure
2. Ability to make decisions and solve problems
3. Ability to plan, organize and prioritize work
4. Ability to verbally communicate with persons inside and outside the organization
5. Ability to obtain and process information
6. Ability to analyze quantitative data
7. Technical knowledge related to the job
8. Proficiency with computer software programs
9. Ability to create and/or edit written reports
10. Ability to sell or influence others

It is interesting to note that, without fail, communication skills and teamwork rank high on the list of skills employers want year after year. Which of the top ten skills do you excel in? How have you demonstrated these? How can you develop them further?

Take Stock of Your Transferable Skills

Review the lists in the following 5 categories, and underline all the skills you have. Then go back and circle the 10 underlined skills you would or already enjoy using most. Write these top 10 skills in the spaces provided under “Ten Most Preferred Skills” and write a brief example of how you have demonstrated each skill in a job, class, internship, or extracurricular activity. This will help as you consider career options and as you prepare to apply your most valued skills in future work or volunteer environments.

### Human Relations

- Attend to the social, physical or mental needs of people
- Being sensitive
- Counseling
- Advocating
- Coaching
- Providing care
- Conveying feelings
- Empathizing
- Interpersonal skills
- Facilitating group process
- Active listening
- Motivating

### Design & Planning

- Imagine the future, develop a process for creating it
- Anticipating problems
- Creating images
- Designing programs
- Displaying
- Creating images
- Brainstorming new ideas
- Improvising
- Composing
- Thinking visually
- Anticipating consequences of action
- Conceptualizing

### Communication

- Exchange, transmission and expression of knowledge and ideas
- Speaking effectively
- Writing concisely
- Listening attentively
- Expressing ideas
- Facilitating discussion
- Providing appropriate feedback
- Negotiating
- Perceiving nonverbal messages
- Persuading
- Describing feelings
- Interviewing
- Editing
### Organization, Management

*Direct and guide a group in completing tasks and attaining goals*

<table>
<thead>
<tr>
<th>Initiating new ideas</th>
<th>Setting priorities</th>
<th>Setting goals</th>
<th>Developing theory</th>
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### Research & Planning

*The search for specific knowledge*

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<th>Ten most preferred skills</th>
<th>Examples of how you’ve used them</th>
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<td>Example:</td>
<td>• Peer mediation</td>
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<td>Interpersonal skills</td>
<td>• Tutoring other students</td>
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