

Transferable Skills

As a college student, you'll develop many skills from coursework, projects, internships, work experiences, club involvement, and activities. These skills are often very applicable to your career. Learn to identify these skills, highlight them on your resume, and articulate them in an interview.

INSTRUCTING / GUIDING

- Advising
- Coaching
- Communicating effectively
- Encouraging
- Group facilitating
- Teaching
- Training/developing

LEADERSHIP

- Confronting
- Coordinating
- Initiating
- Making Decisions
- Mediating
- Motivating
- Negotiating
- Planning/Effecting Change
- Policy Making
- Promoting Change
- Recruiting
- Risk taking
- Self-directing

ORGANIZING / MANAGEMENT

- Achieving/producing
- Committee working
- Delegating
- Evaluating
- Goal setting
- Maintaining
- Managing
- Organizing things, people
- Planning
- Prioritizing
- Program development
- Scheduling
- Supervising
- Team building
- Time management

MACHINE MANUAL

- Adjusting
- Assembling
- Building
- Constructing
- Controlling/operating
- Filing
- Maintaining
- Operating tools/equipment
- Preparing
- Producing
- Repairing
- Showing dexterity
- Typing

ATHLETIC / OUTDOORS

- Agility
- Climbing/lifting
- Landscaping
- Navigating
- Physical coordination
- Traveling
- Working with animals

NUMERICAL / FINANCIAL

- Accounting
- Auditing
- Bookkeeping
- Budget
- Planning/implementation
- Computing Skills
- Managing Finances
- Statistical Problem Solving
- Taking Inventory

INFLUENCE / PERSUADING

- Advertising
- Developing rapport
- Fund raising
- Influencing
- Mediating
- Motivating
- Negotiating
- Persuading/debating
- Promoting
- Selling

COMMUNICATIONS

- Communicating effectively
- Debating
- Editing
- Explaining
- Interpreting
- Interviewing
- Publishing
- Reporting
- Translating
- Writing

HELPING / HUMAN RELATIONS

- Caring, showing compassion
- Counseling
- Consulting
- Developing rapport
- Helping and serving
- Listening
- Public relations
- Referring
- Sharing credit
- Showing sensitivity
- Showing tolerance
- Team worker
- Understanding

INTUITIONAL / INNOVATING

- Adapting
- Balancing factors
- Conceptualizing
- Creating developing ideas
- Experimenting
- Improving
- Innovating
- Inventing
- Judging
- Making decisions
- Relating abstract ideas
- Sizing up people/situations

ARTISTIC

- Color discrimination
- Creative imagining
- Creative writing
- Designing: visual and spatial
- Displaying
- Expressiveness
- Musical composing
- Playfulness
- Playing musical instruments
- Restoring/decorating
- Visualizing concepts
- Visualizing shapes

OBSERVATION / INVESTIGATIVE

- Analyzing/comparing
- Appraising
- Clarifying problems
- Compiling
- Diagnosing
- Evaluating
- Information gathering
- Inspecting/examining
- Perceptive
- Problem solving
- Questioning
- Recording
- Researching
- Reviewing/evaluating
- Surveying
- Systematizing
- Testing
- Trouble shooting

PERFORMANCE

- Artistic presentations
- Demonstrating
- Public speaking
- Singing, dancing, acting