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

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

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

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

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

### 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

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### 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

### NUMERICAL / FINANCIAL
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- Auditing
- Bookkeeping
- Budget
- Planning/implementation
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- Taking Inventory

### 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

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

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

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