Transferable Skills

While in college, one develops many skills from coursework, projects, internships, work experiences, involvement in clubs, activities, interests and hobbies that may be very applicable to many occupations and industries. Be ready to identify these skills, highlight them on your resume and articulate them in an interview.

Examples of how transferable skills are used:

- Served bacon and eggs...
  Assist customers in a timely and effective manner at a fast-paced restaurant.

- Sold high-end womens’ shoes...
  Communicated and marketed products to a diverse client base...

- Tested and repaired PC boards...
  Analyzed and troubleshot equipment and process defects.

Below are some transferable skills listed by various categories to get you started:

### 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

### 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

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

### COMMUNICATIONS
- Communicating effectively
- Debating
- Editing
- Explaining
- Interpreting
- Interviewing
- 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

### INTELLUTIONAL/INNOVATING
- Adapting
- Balancing factors
- Conceptualizing
- Creating developing ideas
- Experimenting
- Improving
- Innovating
- Inventing
- Judging
- Making decisions

### 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

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