

Skills That SJSU Students Develop



BROAD INTEGRATIVE KNOWLEDGE (ULG)

- **Writing Skills:** to express oneself clearly through written words.
- **Communication Skills (verbal):** to speak effectively to individuals and groups.
- **Teamwork Ability:** to work well with others and generate group cooperation and support.
- **Interpersonal Skills:** to get along well with and relate to others.
- **Computer Skills:** knowledge of various types of computers, software, and internet applications.
- **Design and Planning Skills:** to conceptualize, create, and coordinate all aspects of a project or assignment from start to finish



INTELLECTUAL SKILLS (ULG)

- **Analytical Skills:** to examine in detail or to separate data and ideas into the parts.
- **Problem Solving Ability:** to identify the source of a problem and provide a solution.
- **Critical Thinking Skills:** to analyze and evaluate large amounts of information to make decisions about what is most useful.
- **Creativity/Ability to “think outside the box”:** to generate new ideas and concepts and also bring a fresh perspective to a task or project.



APPLIED KNOWLEDGE (ULG)

- **Self-Starter:** the ability to take initiative and work effectively without supervision.
- **Flexibility/Adaptability:** to adapt to new and changing situations.
- **Multi-Cultural Skills:** to relate to and work with people from diverse backgrounds.
- **Attention to Detail:** to thoroughly accomplish tasks with a concern for all areas.
- **Organizational Skills:** to manage multiple projects or responsibilities effectively.



SOCIAL & GLOBAL RESPONSIBILITIES (ULG)

- **Global Awareness:** to possess an understanding of other cultures and perspectives and how to address issues/problems with a global impact in an ethical manner.



SPECIALIZED KNOWLEDGE (ULG)

- **Knowledge that you develop through your major and upper division coursework as it relates to a specific field of study.** See department website (www.sjsu.edu/academics/colleges_departments) for specific skills developed in your selected major.

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

- Negotiating
- Persuading/debating
- Promoting
- Selling

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

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