

Identify Transferable Skills

Decide it. Experience it. Live it.

This exercise is designed to help you identify skills you possess.

This task will be particularly useful for marketing yourself to employers in interviews and cover letters.

- Instructions:** 1) Place a check mark next to each skill you feel you possess. Be sure to consider *all* settings in which you might have demonstrated each skill, including your college curriculum, extra-curricular activities, organizations/clubs, volunteer work and internship/work experience.
 2) Review the items you have checked and circle your 10 strongest skills.
 3) For each of the 10 skills selected, complete the reserve side of this sheet describing specific examples of how you have demonstrated this skill in the past.

ANALYTICAL

analyzed
 assessed
 compared
 critiqued
 devised
 diagnosed
 estimated
 evaluated
 identified
 interpreted data
 investigated
 made decisions
 observed
 predicted
 projected
 proved
 researched
 reviewed
 screened
 solved problems
 studied
 surveyed
 tested
 thought critically
 validated

COMMUNICATION

communicated
 conveyed
 debated
 defined
 described
 drafted
 edited
 explained
 interacted
 interviewed
 listened
 presented
 published
 read

reflected
 reported
 responded
 spoke in public
 summarized
 translated
 wrote

CREATIVE

acted
 advertised
 authored
 conceptualized
 created
 designed
 developed
 displayed
 entertained
 illustrated
 improvised
 innovated
 performed
 produced
 promoted

FINANCIAL

appraised
 audited
 balanced
 budgeted
 calculated
 earned
 invested
 merchandised
 raised funds
 purchased

HELPING

advised
 assisted
 coached
 collaborated

counseled
 fostered
 guided
 informed
 mentored
 served
 supported
 taught
 tutored
 trained
 volunteered

LEADERSHIP

assigned
 authorized
 chaired
 directed
 delegated
 enforced
 facilitated
 founded
 handled a crisis
 hired
 implemented
 initiated
 managed change
 presided
 recommended
 supervised

ORGANIZATIONAL

administered
 categorized
 collected
 compiled
 consolidated
 coordinated
 entered data
 maintained
 managed time
 monitored
 organized

planned
 prioritized
 processed
 recorded
 ran reports
 scheduled

PERSUASION

encouraged
 influenced
 mediated
 motivated
 persuaded
 negotiated
 recruited
 sold

TECHNICAL

assembled
 constructed
 compiled
 engineered
 installed
 inspected
 integrated
 operated
 measured
 programmed
 repaired
 upgraded

ADDED VALUE

adapted
 enhanced
 improved
 maximized
 minimized
 shaped
 streamlined
 strengthened
 supplemented
 updated

Transferable Skills	Part Time Jobs or Internships	Course Projects or Research	Extra-curricular Activities & Volunteer Work
<i>Delegated</i>	<i>Team Leader Applebee's- Oversaw the work of up to 10 other servers per shift</i>	<i>Marketing 453 Team Project-initiated leadership for team of 4 responsible for developing a marketing campaign</i>	<i>President of Fraternity- Delegated Tasks of 5 member executive board</i>