

# Transferrable Skills

People looking for work sometimes feel none of their past work or volunteer experiences have prepared them for a job they'd like to have. In reality, there are likely many things they've done in both paid and unpaid positions that can be attractive to an employer offering that job. Below is a list of skills that can be gained in one job and transferred to another – hence the term “transferrable skills.”

For the first job, internship or volunteer experience on your resume, go through the list of skills and put a dot next to each skill you used in that position. Then move on to the next job, internship or volunteer position and go through the list again; if you used a skill in that position that already has a dot next to it, put another dot. After you've gone through all the positions on your resume, you'll have a good inventory of the transferrable skills you possess. On the back side of this page we'll look at ways you can put that list of your transferrable skills to use on your resume.

<u>Adaptable</u>	<u>Explore Alternatives</u>	<u>Prioritize Tasks</u>
<u>Advertise Things</u>	<u>File Records</u>	<u>Process Materials</u>
<u>Advise People</u>	<u>First Aid / CPR</u>	<u>Proofread</u>
<u>Analyze Data</u>	<u>Follow Directions</u>	<u>Public Relations</u>
<u>Anticipate Problems</u>	<u>Fundraising</u>	<u>Public Speaking</u>
<u>Appraise Services</u>	<u>Handle Complaints</u>	<u>Purchasing</u>
<u>Assemble Products</u>	<u>Illustrate</u>	<u>Quality Control</u>
<u>Assess Situations</u>	<u>Inspect</u>	<u>Record Data</u>
<u>Assess Employees</u>	<u>Instruct</u>	<u>Report Information</u>
<u>Bargain / Barter</u>	<u>Interpret Data</u>	<u>Report Writing</u>
<u>Bilingual</u>	<u>Interview People</u>	<u>Research</u>
<u>Bookkeeping</u>	<u>Invent Solutions</u>	<u>Restore Items</u>
<u>Budgeting</u>	<u>Inventory</u>	<u>Retrieve Information</u>
<u>Build Relationships</u>	<u>Learn Procedures</u>	<u>Review Results</u>
<u>Collect Money</u>	<u>Liaison</u>	<u>Schedule Tasks</u>
<u>Collect Data</u>	<u>Listen</u>	<u>Schedule People</u>
<u>Communication Skills</u>	<u>Make Policy</u>	<u>Sell Products</u>
<u>Community Awareness</u>	<u>Manage</u>	<u>Sell Services</u>
<u>Compile Statistics</u>	<u>Marketing</u>	<u>Sequence Tasks</u>
<u>Complete Tasks</u>	<u>Math Skills</u>	<u>Sketch</u>
<u>Computer Experience</u>	<u>Mechanical Ability</u>	<u>Solve Problems</u>
<u>Conflict Resolution</u>	<u>Mediate Problems</u>	<u>Sort Items</u>
<u>Construct Things</u>	<u>Meet Deadlines</u>	<u>Stock Shelves/Rooms</u>
<u>Control Costs</u>	<u>Meet The Public</u>	<u>Supervise Others</u>
<u>Copy Information</u>	<u>Memorization</u>	<u>Support Others</u>
<u>Counseling</u>	<u>Monitor Activities</u>	<u>Test Items</u>
<u>Create Things</u>	<u>Motivate Others</u>	<u>Test Others</u>
<u>Customer Service</u>	<u>Move Materials</u>	<u>Tolerate Interruptions</u>
<u>Deliver Items</u>	<u>Multi-Tasking</u>	<u>Translate Instructions</u>
<u>Design Things</u>	<u>Negotiate</u>	<u>Translate Languages</u>
<u>Design Processes</u>	<u>Operate Equipment</u>	<u>Troubleshoot</u>
<u>Detail Oriented</u>	<u>Organize Things, Tasks</u>	<u>Tutor Others</u>
<u>Direct Others</u>	<u>Perceive Reactions</u>	<u>Upgrade Processes</u>
<u>Dispense Information</u>	<u>Perceive Situations</u>	<u>Upgrade Products</u>
<u>Drive</u>	<u>Physical Endurance</u>	<u>Verify Information</u>
<u>Edit Text</u>	<u>Plan Procedures</u>	<u>Word Processing</u>
<u>Event Planning</u>	<u>Precision Work</u>	<u>Work Independently</u>
<u>Exchange Ideas</u>	<u>Prepare Reports</u>	<u>Work In A Team</u>

Once a person has identified his or her transferrable skills, there are ways they can list them on their resume that are more likely to attract an employer’s attention. This is done by not just listing a skill in one or two words, but by briefly painting a picture of how the employee carried out that skill. To do this, use adverbs and adjectives – descriptive words. For example, in the “Skills and Qualifications” section of a resume:

Rather than:

- Detail-oriented
- Customer service
- Computer experience

A person could have:

- Thoroughly detail-oriented
- Attentive customer service
- Versatile computer experience

Here are some adverbs and adjectives you could use in describing your transferrable skills; this isn’t a complete list; you may think of other words to describe your skills:

<u>Accurate</u>	<u>Constructive</u>	<u>Firm</u>	<u>Optimistic</u>	<u>Reflective</u>
<u>Active</u>	<u>Creative</u>	<u>Flexible</u>	<u>Organized</u>	<u>Reliable</u>
<u>Adaptable</u>	<u>Decisive</u>	<u>Focused</u>	<u>Orderly</u>	<u>Resourceful</u>
<u>Adventuresome</u>	<u>Dependable</u>	<u>Generous</u>	<u>Original</u>	<u>Respectful</u>
<u>Alert</u>	<u>Determined</u>	<u>Gentle</u>	<u>Outgoing</u>	<u>Self-controlled</u>
<u>Assertive</u>	<u>Diplomatic</u>	<u>High-Energy</u>	<u>Patient</u>	<u>Sincere</u>
<u>Attentive</u>	<u>Driven</u>	<u>Honest</u>	<u>Perceptive</u>	<u>Spontaneous</u>
<u>Conscientious</u>	<u>Easygoing</u>	<u>Humorous</u>	<u>Persistent</u>	<u>Stable</u>
<u>Calm</u>	<u>Effective</u>	<u>Ingenious</u>	<u>Playful</u>	<u>Tactful</u>
<u>Candid</u>	<u>Empathetic</u>	<u>Intelligent</u>	<u>Pleasant</u>	<u>Thoughtful</u>
<u>Clear-thinking</u>	<u>Energetic</u>	<u>Judicious</u>	<u>Poised</u>	<u>Thorough</u>
<u>Cooperative</u>	<u>Enthusiastic</u>	<u>Kind</u>	<u>Polite</u>	<u>Tidy</u>
<u>Courageous</u>	<u>Enterprising</u>	<u>Logical</u>	<u>Practical</u>	<u>Tolerant</u>
<u>Competent</u>	<u>Expressive</u>	<u>Loyal</u>	<u>Punctual</u>	<u>Trustworthy</u>
<u>Composed</u>	<u>Fair</u>	<u>Methodical</u>	<u>Quick</u>	<u>Versatile</u>
<u>Consistent</u>	<u>Fast</u>	<u>Open-minded</u>	<u>Realistic</u>	<u>Warm</u>

Two things to remember: 1) Use an adverb or adjective appropriate to the skill; and 2) Don’t overuse just one or two adverbs or adjectives.

Now create some “Skills and Qualifications” resume bullet points using your transferrable skills combined with adverbs and adjectives:

Adverb / Adjective	Transferrable Skill
• _____	_____
• _____	_____
• _____	_____

Also, you can use multiple adverbs and adjectives for a transferrable skill:

- Consistently, thoroughly detail-oriented
- Clear-thinking, attentive customer service

You’ll also want to address any specific requirements in the posting. For example, if the job requirements list “At least 1 year of customer service experience,” a person could write:

- 4 years of experience providing clear-thinking, attentive customer service

Remember: don’t just list a skill - paint the employer a picture of you using that skill!