IDENTIFY TRANSFERABLE SKILLS

A transferable skill is a "portable skill" that you take with you to other life experiences and jobs. Over the years you have developed many skills from coursework, extracurricular activities and your total life experiences. A prospective employer expects you to be able to apply the skills you have learned in college to the work environment. Identifying your transferable skills and articulating them to potential employers will greatly increase your success during the job search.

Check the skills you have developed, highlight the ones you’d like to work on.

Critical thinking skills

- Identify accurately the primary issues when making a decision or solving a problem
- Define the parameters of a problem
- Find and identify a principle that explains related experiences or factual data
- Take premises and reasoning to a logical conclusion
- Adapt concepts and behaviors to changing conventions and norms
- Create innovative solutions to complex problems
- Analyze interrelationships of events and ideas from several perspectives
- Decision making

Research & investigation skills

- Identify problems and needs
- Use a variety of sources for information and evaluate validity of sources
- Design an experiment, plan or model to define a problem
- Collect and Analyze Data
- Apply a variety of methods to test validity of data
- Formulate questions relevant for clarification

Organization & planning skills

- Assess needs
- Identify alternatives
- Set goals and prioritize
- Follow through
- Predict future patterns
- Accommodate multiple demands for time, energy and resources/ Time management
- Organize and plan: data, events, projects, etc.
Information management skills
- Sort data and objects/ compile and rank information
- Apply information creatively
- Synthesize facts, concepts and principles
- Understand and use organizing principles
- Evaluate information against appropriate standards

Leadership & administration skills
- Analyze tasks and set priorities
- Include others who will contribute to the solution of a problem or task
- Identify resources and materials useful in the solution of a problem
- Delegate responsibility for the completion of a task
- Motivate and lead others
- Organize people and tasks to achieve specific goal
- Train and teach a skill/ concept/ principle to others
- Initiate creative problem solving

Communication skills
- Listen with objectivity
- Paraphrase the content of a message
- Use various forms and styles of written communication
- Present to others/ public speaking
- Use a variety of media formats to present information imaginatively
- Negotiate with others
- Give and receive feedback
- Convey a positive outlook to others
- Communicate a multicultural understanding
- Foreign languages

Interpersonal skills
- Keep a group on track toward a common goal
- Maintain group cooperation and understand group dynamics
- Interact effectively with peers, supervisors and supervisees in multiple contexts
- Express feelings appropriately and understand and respect the feelings of others
- Make commitments to others and follow through
- Display an appreciation of diversity