

Transferable Skills

Transferable skills are the foundation of how you market yourself for opportunities.

Transferable skills provide you the ability to be successful in other pursuits. Our goal is to practice making a meaningful connection from one line of work to another. Applications are less about what experiences you have had and more about the skills you have gained through those experiences and how you will apply them.

Transferable skills can be labeled as "soft" or "hard."

- Soft skills are those that depend on interpersonal interactions like emotional intelligence, such as communication, adaptability, or problem solving.
- Hard skills are technical industry-specific skills such as C++, lab equipment operation, or grant writing.

Transferable Practice:

This worksheet is designed to help or assist you determine the transferable skills you know you have and identify the skills you want to develop.

- 1) Make a check next to the skills you know you've gained through your past experiences.
- 2) Then, using the blank space below, make notes about where you acquired those skills. This can be helpful when writing or revising your résumé and cover letters. When you're done, take a look at the boxes the checked. These are the skills you may want to focus on to develop for your future endeavors.

Critical Thinking	Leadership and Administration Skills	Decision-Making and Assessing Value Skills
<ul style="list-style-type: none"> • Identify the primary issues for decision making or solving a problem quickly and accurately • Define the parameters of a problem • Find and identify a principle that explains 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 	<ul style="list-style-type: none"> • 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 goals • Lead groups of diverse people • Create environments for fostering growth • Agile problem solving • Collaborate teamwork 	<ul style="list-style-type: none"> • Make decisions that will maximize both individual and collective good • Assess a course of action in terms of long-range effects • Appreciate the contributions of art, music, literature and science to contemporary society • Identify one's own values • Assess one's values in relation to important life decisions • Recognize when to stop a project due to diminishing return • Employs systems thinking • Comfort with ambiguity

Information Management Skills	Research and Investigation Skills	Design and Planning
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 • Apply a variety of methods to test validity of data • Formulate questions relevant for clarification 	<ul style="list-style-type: none"> • Assess needs • Identify alternatives • Set goals and prioritize • Follow through • Predict future patterns • Accommodate multiple demands for time, energy and resources

Interpersonal Skills	Communication Skills	Personal Skills
<ul style="list-style-type: none"> • Keep group on track toward a common goal • Maintain group cooperation and support • Interact effectively with peers, supervisors and supervisee • Express feelings appropriately • Respect the feelings of others • Make a commitment to others and follow through • Take appropriate risks • Teach a skill, concept or principle to others • Analyze behavior of self and others in group situations • Demonstrate effective behavior in multiple situations • Display appreciation for diversity • Power awareness 	<ul style="list-style-type: none"> • Listen with objectivity • Paraphrase content • Use various forms and styles of written communication • Speak effectively to individuals and groups • Use a variety of media formats to present information • Express needs, wants, opinions and preferences without violating the rights of others • Identify and communicate value judgments effectively • Describe objects or events neutrally and factually • Convey a positive outlook to others • Communicate a multicultural understanding 	<ul style="list-style-type: none"> • Identify strengths and weaknesses • Analyze and learn from experience • Transfer skills developed in one environment to others • Match personal characteristics and skills to information about jobs and careers • Develop personal growth goals that motivate action • Accept and learn from criticism • Generate trust and confidence in others • Take risks • Accept the consequences of actions • Identify own cultures, beliefs and values • Self-awareness

Notes on Review of Skills: