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Identify Your Transferable Skills

(for more complete information on transferable skills in your career refer to the
"Identifying Transferable Skills" topic in the Virtual Career Center)

Your work history includes the development of your skills, and many of these are transferable into new roles and new careers. Review your work story – your accomplishments, your daily tasks and responsibilities and use this list of selected skills to remind yourself of the variety of skills you have.

- Circle your skills, then list them on a sheet of paper and leave space to write down examples of how you have used the skills well. Feel free to add skills that may not be on this selected list.
- Put an asterisk (*) next to the skills that you do well and enjoy – these are your motivated skills – the skills that you most likely want to continue to use and develop further, and the skills you want to point out to prospective employers with strong resume and cover letter content, and confident answers to interview questions.

Analytical Skills

Developing budgets	Investigating situations/problems	Research to gather data
Examining data	Recommending solutions based on	
Forecasting future goals	data	

Communication Skills

Critical listening	Interviewing people	Use technology in communication
Facilitating meetings	Presenting	Writing
Interpreting languages	Teaching/training	

Creative Skills

Adapting to change	Innovative problem solving	Managing crisis situations
Formulating policy/strategy	Integrating technology into	
Initiating a new procedure	programs/communications	

Interpersonal Skills

Advising colleagues/clients	Managing crisis situations	Persuasive
Assigning responsibility to others	Managing staff	Resolving conflict
Developing relationships with	Mediating problems	Teaching/training
customers	Mentoring/motivating others	
Leading teams	Negotiating agreements	

Organizational Skills

Budgeting expenses	Estimating physical space	Maintaining inventory/files/a
Coordinating projects/events	Managing projects/details	library/a facility
Designing documents/forms	Managing time/meet deadlines	Scheduling projects/tasks/staff

Self-Management Skills

Ability to achieve	Independent	Risk-taker
Accuracy/attention to details	Leader	Spontaneous
Cautious	Orderly	Take initiative
Considerate/tactful/sensitive	Patient; tolerant	Team player
Decisive	Persistent	Technical proficiency
Dependable	Productive	Thorough
Ethical	Punctual	Trustworthy
Good judgment	Resilient; adaptable	