



# IDENTIFY YOUR TRANSFERABLE SKILLS

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.

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.

## COMMUNICATION SKILLS

- ☐ Verbal communication
- ☐ Written communication
- ☐ Public speaking
- ☐ Active listening
- ☐ Presenting information
- ☐ Giving and receiving feedback
- ☐ Interpersonal communication
- ☐ Cross-cultural communication
- ☐ Persuasion
- ☐ Storytelling
- ☐ Professional email communication

## LEADERSHIP & MANAGEMENT SKILLS

- ☐ Team leadership
- ☐ Delegation
- ☐ Motivating others
- ☐ Conflict resolution
- ☐ Coaching / mentoring
- ☐ Decision-making
- ☐ Performance management
- ☐ Strategic thinking
- ☐ Accountability
- ☐ Project ownership

## TEAMWORK & COLLABORATION

- ☐ Collaboration
- ☐ Relationship building
- ☐ Cooperation
- ☐ Supporting team goals
- ☐ Building trust
- ☐ Inclusivity
- ☐ Facilitation
- ☐ Working in diverse teams

## PROBLEM-SOLVING & CRITICAL THINKING

- ☐ Analytical thinking
- ☐ Research skills
- ☐ Data interpretation
- ☐ Troubleshooting
- ☐ Root cause analysis
- ☐ Creative problem-solving
- ☐ Innovation
- ☐ Evaluating options
- ☐ Risk assessment

## ORGANIZATIONAL SKILLS

- ☐ Time management
- ☐ Prioritization
- ☐ Multitasking
- ☐ Planning
- ☐ Scheduling
- ☐ Workflow management
- ☐ Attention to detail
- ☐ Record keeping
- ☐ Resource management

## ADAPTABILITY & PERSONAL EFFECTIVENESS

- ☐ Flexibility
- ☐ Resilience
- ☐ Stress management
- ☐ Learning agility
- ☐ Initiative
- ☐ Self-motivation
- ☐ Growth mindset
- ☐ Professionalism
- ☐ Accountability

## TECHNICAL & DIGITAL LITERACY SKILLS

- ☐ Basic computer proficiency
- ☐ Microsoft Office / Google Workspace
- ☐ Data entry
- ☐ Social media management
- ☐ Virtual collaboration tools
- ☐ Email management systems
- ☐ CRM systems
- ☐ Online research
- ☐ Basic data analysis
- ☐ Cybersecurity awareness

## CUSTOMER & SERVICE SKILLS

- ☐ Customer service
- ☐ Client relationship management
- ☐ Needs assessment
- ☐ Complaint resolution
- ☐ Empathy
- ☐ Service orientation
- ☐ Sales fundamentals

## PROJECT & PROCESS SKILLS

- ☐ Project planning
- ☐ Goal setting
- ☐ Budget awareness
- ☐ Process improvement
- ☐ Documentation
- ☐ Quality control
- ☐ Monitoring progress
- ☐ Meeting deadlines

## QUANTITATIVE & FINANCIAL SKILLS

- ☐ Budget tracking
- ☐ Financial literacy
- ☐ Basic accounting
- ☐ Inventory management
- ☐ Cost analysis
- ☐ Data tracking

| Transferable Skills | Part-time Jobs or Internships                                                 | Course Projects or Research                                                                                     | Extracurricular Activities and Volunteer Work                         |
|---------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| Delegation          | Team Leader Applebee's – oversaw the work of up to 10 other servers per shift | Marketing 453 Team Project – initiated leadership for team of 4 responsible for developing a marketing campaign | President of Fraternity – delegated tasks of 5-member executive board |
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