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## TRANSFERABLE SKILLS CHECKLIST

### *People- Data- Things- Ideas*

Review this list of transferable skills. Check all of the skills that you possess and think would be key to the position for which you will be interviewing. There are three columns in which you can mark your responses. Check the first box if the skill was acquired through **education**, mark the second box if the skill was acquired as a result of **experience**, and mark the third box as a reminder to you to come back and prepare a possible response to interview questions.

1	2	3		1	2	3	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	adapt to situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	advise people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	analyze data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	anticipate problems
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	assemble product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	assess situations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	audit records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	bargain/ barter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	be cost conscious	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	be responsible for
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	budget money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	build
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	calculate numbers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	chart information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	check for accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	collect money
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	communicate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	compile statistics
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	contact others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	control cost	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	control situations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	coordinate activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	cope with deadlines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	create	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	delegate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	deliver	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	demonstrate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	dispense information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	distribute
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	do precision work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	drive
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	endure long hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	establish
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	estimate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	evaluate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	examine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	exchange
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	exhibit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	expedite
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	explain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	explore
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	file records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	find information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	fix/ repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	follow directions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	follow through	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	gather information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	gather materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	generate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	guide/ lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	handle complaints
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	handle equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	handle money
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	help people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	implement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	improve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	inform people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	initiate actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	inspect products
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	install	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	instruct

1	2	3		1	2	3	
[ ]	[ ]	[ ]	interview people	[ ]	[ ]	[ ]	invent
[ ]	[ ]	[ ]	inventory	[ ]	[ ]	[ ]	investigate
[ ]	[ ]	[ ]	lead people	[ ]	[ ]	[ ]	learn
[ ]	[ ]	[ ]	learn quickly	[ ]	[ ]	[ ]	lift (heavy)
[ ]	[ ]	[ ]	lift (moderate)	[ ]	[ ]	[ ]	listen
[ ]	[ ]	[ ]	locate information	[ ]	[ ]	[ ]	make/ create
[ ]	[ ]	[ ]	make decisions	[ ]	[ ]	[ ]	manage a business
[ ]	[ ]	[ ]	manage people	[ ]	[ ]	[ ]	memorize information
[ ]	[ ]	[ ]	motivate others	[ ]	[ ]	[ ]	move materials
[ ]	[ ]	[ ]	observe	[ ]	[ ]	[ ]	obtain
[ ]	[ ]	[ ]	operate equipment	[ ]	[ ]	[ ]	order supplies/ stock
[ ]	[ ]	[ ]	organize data	[ ]	[ ]	[ ]	organize people
[ ]	[ ]	[ ]	paint	[ ]	[ ]	[ ]	perform routine work
[ ]	[ ]	[ ]	persuade others	[ ]	[ ]	[ ]	plan
[ ]	[ ]	[ ]	prepare materials	[ ]	[ ]	[ ]	print
[ ]	[ ]	[ ]	process information	[ ]	[ ]	[ ]	process materials
[ ]	[ ]	[ ]	produce	[ ]	[ ]	[ ]	program
[ ]	[ ]	[ ]	promote	[ ]	[ ]	[ ]	protect
[ ]	[ ]	[ ]	provide maintenance	[ ]	[ ]	[ ]	raise money
[ ]	[ ]	[ ]	record data	[ ]	[ ]	[ ]	recruit people
[ ]	[ ]	[ ]	reduce costs	[ ]	[ ]	[ ]	remember
[ ]	[ ]	[ ]	remove	[ ]	[ ]	[ ]	repair
[ ]	[ ]	[ ]	replace	[ ]	[ ]	[ ]	report information
[ ]	[ ]	[ ]	research	[ ]	[ ]	[ ]	resolve problems
[ ]	[ ]	[ ]	review	[ ]	[ ]	[ ]	schedule
[ ]	[ ]	[ ]	seek out	[ ]	[ ]	[ ]	sell
[ ]	[ ]	[ ]	separate	[ ]	[ ]	[ ]	service customers
[ ]	[ ]	[ ]	service equipment	[ ]	[ ]	[ ]	set up systems
[ ]	[ ]	[ ]	sew	[ ]	[ ]	[ ]	solve problems
[ ]	[ ]	[ ]	sort	[ ]	[ ]	[ ]	speak in public
[ ]	[ ]	[ ]	supervise	[ ]	[ ]	[ ]	supply
[ ]	[ ]	[ ]	support	[ ]	[ ]	[ ]	survey
[ ]	[ ]	[ ]	tabulate	[ ]	[ ]	[ ]	take instructions
[ ]	[ ]	[ ]	tend equipment	[ ]	[ ]	[ ]	test
[ ]	[ ]	[ ]	think ahead	[ ]	[ ]	[ ]	think logically
[ ]	[ ]	[ ]	tolerate interruptions	[ ]	[ ]	[ ]	track
[ ]	[ ]	[ ]	train/ teach	[ ]	[ ]	[ ]	transfer

1	2	3		1	2	3	
[ ]	[ ]	[ ]	translate	[ ]	[ ]	[ ]	travel
[ ]	[ ]	[ ]	treat	[ ]	[ ]	[ ]	troubleshoot
[ ]	[ ]	[ ]	tutor	[ ]	[ ]	[ ]	type
[ ]	[ ]	[ ]	understand	[ ]	[ ]	[ ]	use words correctly
[ ]	[ ]	[ ]	use E/ H coordination	[ ]	[ ]	[ ]	verify
[ ]	[ ]	[ ]	visualize	[ ]	[ ]	[ ]	volunteer
[ ]	[ ]	[ ]	weigh	[ ]	[ ]	[ ]	work quickly
[ ]	[ ]	[ ]	write procedures	[ ]	[ ]	[ ]	write proposals
[ ]	[ ]	[ ]	write reports	[ ]	[ ]	[ ]	write technically
[ ]	[ ]	[ ]		[ ]	[ ]	[ ]	
[ ]	[ ]	[ ]		[ ]	[ ]	[ ]	
[ ]	[ ]	[ ]		[ ]	[ ]	[ ]	

Now review your selections. Practice writing a skills statement using at least one of the transferable skills for which you have checked the third (**next job**) box. To assist you in this you may wish to refer to the italicized example preceding this checklist.

Remember, using the skills statement is a skill in itself and it is natural to feel uncomfortable using a newly acquired skill. This is why it is important to practice using these statements. Once you have practiced, your skills statements will come naturally.

### TRANSFERABLE SKILLS

**STATEMENT:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EXAMPLE:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CONNECTION:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_