

## TRANSFERABLE SKILLS

At a loss for words? Borrow some of these and sprinkle them through your resume. Use them as mind joggers to help you write better bullets.

### CRITICAL THINKING/PROBLEM SOLVING

- Analyze information
- Create ideas
- Find alternative options/solutions
- Identify problems
- Observe details
- Plan strategies
- Predict outcomes
- Anticipate problems
- Conceptualize cases/situations
- Detect themes/patterns
- Discover resources
- Formulate questions
- Gather information
- Set goals

### CAREER MANAGEMENT:

- Advocate for oneself
- Articulate skills & strengths
- Continue professional development
- Explore occupational information
- Explore occupational information
- Prioritize personal growth
- Research labor/market trends
- Update resume/cover letter
- Assess readiness for promotion
- Cope with setbacks/rejection
- Initiate informational interviews
- Make informed decisions
- Network/build connections
- Practice interview skills
- Prepare for career transitions

### COMMUNICATION (ORAL/WRITTEN: expression, transmission and interpretation of knowledge and ideas.

- Speaking effectively
- Writing concisely / clearly
- Listening attentively
- Expressing ideas
- Facilitating group discussion
- Providing appropriate feedback
- Negotiating
- Edit documents
- Perceiving nonverbal messages
- Persuading
- Reporting information
- Describing feelings
- Interviewing
- Editing
- Convey positivity
- Receive feedback

### COUNSELING SKILLS:

- Active Listening
- Reflecting
- Empathy
- Establishing of Rapport
- Counseling & Psychology Theories
- Research
- Knowledge of Human Development
- Testing & Assessment
- Ethical Decision-Making
- Program Development
- Writing
- Communication Skills
- Technology Skills
- Career Counseling
- Multicultural Awareness
- Practicum Experiences
- Internships in a variety of settings
- Group Therapy
- Knowledge of Special Education Laws and Resources
- Public Relations
- Team work
- Curriculum Development
- Budget Management
- Conflict Resolution
- Teaching
- Multi-tasking
- Motivating Others
- Teamwork

**CREATIVE / ARTISTIC:**

- Create
- Music appreciation
- Expressive
- Write
- Play instrument
- Design
- Dance, body movement
- Perform Act
- Draw, sketch, paint, sculpt

**DIGITAL TECHNOLOGY:**

- Connect networks/network administration
- Conduct online research
- Develop software
- Evaluate products
- Install hardware/software
- Troubleshoot problems
- Understand customers' concerns
- Use statistical tools
- Design/manage websites
- Explain technical processes
- Facilitate video conference/discussions
- Learn new technology
- Repair technology
- Write technical/instructional manuals
- Code
- Program

**FINANCE:** the ability to work with data, numbers and customers regarding financial products and services.

- Product knowledge
- Targeted goals & deadlines
- Accuracy
- Audit records
- Investigate
- Balance money
- Calculate, compute
- Good communicator
- Analyzing data
- Attention to detail
- Focused

**GLOBAL/INTERCULTURAL FLUENCY**

- Ask clarifying questions
- Confront prejudice/discrimination
- Convey authenticity
- Examine assumptions
- Communicate in other languages
- Read maps
- Acknowledge context/history
- Display inclusivity & safety
- Appreciate cultural differences
- Navigate cultural norms tactfully
- Study other cultures
- Respect individuality
- Correct misunderstandings
- Engage in self-reflection
- Self-disclose considerately

**HUMAN RELATIONS:** resolving conflict, relating to and helping people.

- Developing rapport
- Being Sensitive
- Listening
- Conveying feelings
- Providing support for others
- Motivating
- Sharing credit
- Counseling
- Cooperating
- Delegating with respect
- Representing others
- Perceiving feelings, situations
- Asserting

**LEADERSHIP:** supervising, managing, leading, overseeing projects and or people.

- Decisive
- Arrange & execute events
- Direct projects
- Audit records
- Negotiate
- Persuade
- Influence
- Motivate people
- Promote change
- Reduce conflict
- Own/acknowledge responsibility
- Develop goals/objectives
- Give praise and feedback
- Identify talents
- Negotiate agreements
- Teach colleagues/followers
- Analyze tasks
- Prioritize tasks
- Lead teams
- Mediate problems
- Take risks
- Run/conduct meetings
- Delegate
- Get results
- Manage

**MANAGEMENT / ORGANIZATION:** supervise, direct and guide individuals and groups in the completion of tasks and fulfillment of goals.

- Initiating new ideas
- Handling details
- Coordinating tasks
- Managing groups
- Delegating responsibility
- Teaching
- Delegating
- Coaching/Counseling
- Promoting change
- Selling ideas or products
- Decision making with others
- Manage conflict

**PROFESSIONALISM/WORK ETHIC**

- Arrive on time/punctuality
- Recognize accountability to self/others
- Appreciate teamwork
- Follow dress code(s)
- Improve/maintain organizations reputation
- Represent agencies properly
- Meet deadlines/due dates
- Adhere to company policies/procedures
- Consider others' thoughts/feelings
- Evaluate personal performance
- Exercise patience/defer gratification
- Make ethical decisions
- Model integrity
- Welcome/assist new colleagues

**RESEARCH AND PLANNING:** search for specific knowledge and ability to conceptualize future needs and solutions for meeting those needs.

- Forecasting, predicting
- Creating ideas
- Identifying problems
- Imagining alternatives
- Identifying resources
- Gathering information
- Solving problems
- Setting goals
- Extracting important information
- Defining needs
- Analyzing / synthesizing
- Developing evaluation strategies

**TEACHING / INSTRUCTING:** the ability to instruct or educate another individual or groups.

- Train / Instruct
- Course/curriculum development
- Use of smart boards
- Adjusting to learning styles
- Time management
- Classroom / Behavioral management
- Goal-setting
- Communicating
- Collaborating
- Public speaking
- Explaining
- Organized / executed

**TEAMWORK/COLLABORATION:**

- Give advice
- Display patience/sensitivity
- Convey feelings
- Develop rapport
- Interact sociably
- Listen effectively
- Persuade others
- Provide support
- Appreciate diversity
- Counsel/empower others
- Demonstrate emotional intelligence
- Help/cooperate
- Motivate
- Perceive feelings/group dynamics
- Share credit/recognize efforts
- Teach/instruct others
- Work well in groups
- Give and receive well
- Counsel/empower others
- Demonstrate emotional intelligence
- Help/cooperate
- Motivate
- Perceive feelings/group dynamics
- Share credit/recognize efforts
- Teach/instruct others
- Work well in groups
- Give and receive well

**WORK SURVIVAL:** day-to-day skills that assist in promoting effective production and work satisfaction.

- Decision making
- Cooperating
- Enforcing policies
- Being punctual
- Managing time
- Attending to detail
- Meeting goals
- Enlisting help
- Accepting responsibility
- Setting and meeting deadlines
- Organizing

While this is not an exhaustive list, it can help you to construct better bullets.