

## TRANSFERABLE SKILLS

Transferable skills are non-job specific skills which can be used in different occupations. You may have developed them through course work, jobs, internships, volunteering, or just plain life experience. Don't underestimate the power of these set of skills. They can set you apart from the competition. Research and asking questions at the interview will reveal what transferable skills are valued by each employer. Communicate your skill to the employer by telling a story of how you exhibited the skill.

### **Management/Administrative Skill**

Knowledge, Judgment or Skill to:

- Plan and arrange
- Delegate responsibility
- Bring order out of confusion
- Attend to visual detail
- Assess and evaluate your own work as well as that of classmates or coworkers
- Use databases or software to organize and present information
- Remain flexible—see obstacles as a challenge rather than a setback
- Manage multiple tasks
- Identify and manage ethical issues

### **Creativity**

Knowledge, Judgment, or Skill to:

- Solve problems creatively, logically, and practically
- Create new processes or products using science, math, and/or imagination
- Write interesting and clear articles, reports, etc.
- Design activities to interest participants
- Market and display products to appeal to target audience
- Create visually intriguing and skilled designs, displays, or works of art
- Demonstrate convincing public speaking or acting skills
- Design web pages

### **Communication Skills**

To succeed in your courses or on the job, you must be able to communicate what you know, either orally or in writing. Can you:

- Listen—answer questions, provide information, accept input
- Write correspondence, reports, records, and technical or specialized documents
- Present information to large and small groups
- Persuade—give recommendations, convince others to adopt your ideas
- Negotiate—settle disagreements, or help others to see all sides of a situation
- Read or speak another language
- Express yourself confidently and creatively
- Information- Communicate electronically—use the web and email to present and exchange information