

# Identify Your Transferable Skills

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## Career Center: Decide it. Experience it. Live it.

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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.

- Instructions:** 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.

### ANALYTICAL

analyzed  
 assessed  
 compared  
 critiqued  
 devised  
 diagnosed  
 estimated  
 evaluated  
 identified  
 interpreted data  
 investigated  
 made decisions  
 observed  
 predicted  
 projected  
 proved  
 researched  
 reviewed  
 screened  
 solved problems  
 studied  
 surveyed  
 tested  
 thought critically  
 validated

### COMMUNICATION

communicated  
 conveyed  
 debated  
 defined  
 described  
 drafted  
 edited  
 explained  
 interacted  
 interviewed  
 listened  
 presented  
 published  
 read

reflected  
 reported  
 responded  
 spoke in public  
 summarized  
 translated  
 wrote

### CREATIVE

acted  
 advertised  
 authored  
 conceptualized  
 created  
 designed  
 developed  
 displayed  
 entertained  
 illustrated  
 improvised  
 innovated  
 performed  
 produced  
 promoted

### FINANCIAL

appraised  
 audited  
 balanced  
 budgeted  
 calculated  
 earned  
 invested  
 merchandised  
 raised funds  
 purchased

### HELPING

advised  
 assisted  
 coached  
 collaborated

counseled  
 fostered  
 guided  
 informed  
 mentored  
 served  
 supported  
 taught  
 tutored  
 trained  
 volunteered

### LEADERSHIP

assigned  
 authorized  
 chaired  
 directed  
 delegated  
 enforced  
 facilitated  
 founded  
 handled a crisis  
 hired  
 implemented  
 initiated  
 managed change  
 presided  
 recommended  
 supervised

### ORGANIZATIONAL

administered  
 categorized  
 collected  
 compiled  
 consolidated  
 coordinated  
 entered data  
 maintained  
 managed time  
 monitored  
 organized

planned  
 prioritized  
 processed  
 recorded  
 ran reports  
 scheduled

### PERSUASION

encouraged  
 influenced  
 mediated  
 motivated  
 persuaded  
 negotiated  
 recruited  
 sold

### TECHNICAL

assembled  
 constructed  
 compiled  
 engineered  
 installed  
 inspected  
 integrated  
 operated  
 measured  
 programmed  
 repaired  
 upgraded

### ADDED VALUE

adapted  
 enhanced  
 improved  
 maximized  
 minimized  
 shaped  
 streamlined  
 strengthened  
 supplemented  
 updated

Transferable Skills	Part Time Jobs or Internships	Course Projects or Research	Extra-curricular Activities & Volunteer Work
<i>Delegated</i>	<i>Team Leader Applebee's- Oversaw the work of up to 10 other servers per shift</i>	<i>Marketing 453 Team Project-initiated leadership for team of 4 responsible for developing a marketing campaign</i>	<i>President of Fraternity- Delegated Tasks of 5 member executive board</i>