



Identify Your Transferable Skills

Your work history includes the development of your skills, and many of these are transferable into new roles and new careers. Review your work story – your accomplishments, your daily tasks and responsibilities and use this list of selected skills to remind yourself of the variety of skills you have.

1. Circle all your skills.
2. Put an asterisk (*) next to the skills that you do well and enjoy – these are your motivated skills – the skills that you most likely want to continue to use and develop further, and the skills you want to highlight and demonstrate to prospective employers.
3. List the skills on a sheet of paper and leave space to write down examples of how you have used the skills well. Feel free to add skills that may not be on this selected list.

Analytical Skills

Developing budgets
Examining data
Forecasting

Investigating problems
Research to gather data

Recommending solutions based on data

Communication Skills

Critical listening
Facilitating meetings
Interpreting languages

Interviewing people
Presenting
Teaching/training

Using technology in communication
Writing/editing

Creative Skills

Adapting to change
Formulating policy/strategy
Initiating a new procedure

Innovative problem solving
Integrating technology into programs/communications

Managing crisis situations

Interpersonal Skills

Advising colleagues/clients
Assigning responsibility
Developing relationships
Leading teams

Managing crisis situations
Managing staff
Mediating problems
Mentoring/motivating others

Negotiating agreements
Persuading others
Resolving conflict
Teaching/training

Organizational Skills

Budgeting expenses
Coordinating projects/events
Designing documents/forms

Estimating physical space
Managing projects/details
Meeting deadlines

Maintaining inventory/files
Managing a library/a facility
Scheduling projects/tasks/staff

Self-Management Skills

Ability to achieve
Accuracy
Attention to details
Cautious
Considerate/tactful

Decisive
Dependable
Ethical
Good judgment
Independent

Patient; tolerant
Persistent
Productive
Punctual
Resilient; adaptable

Risk-taker
Spontaneous
Take initiative
Team player
Technical proficiency