

# Transferable Skills Checklist

Transferable skills are skills that can be transferred from one job or career to another

## Key Transferable Skills

<input type="checkbox"/> instruct others <input type="checkbox"/> manage money, budget <input type="checkbox"/> manage people <input type="checkbox"/> meet deadlines <input type="checkbox"/> meet the public	<input type="checkbox"/> negotiate <input type="checkbox"/> organize/manage projects <input type="checkbox"/> public speaking <input type="checkbox"/> written communication skills
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## Skills Working With Things

<input type="checkbox"/> assemble things <input type="checkbox"/> build things <input type="checkbox"/> construct/repair <input type="checkbox"/> drive, operate vehicles <input type="checkbox"/> good with hands	<input type="checkbox"/> observe/inspect <input type="checkbox"/> operate tools/machines <input type="checkbox"/> repair things <input type="checkbox"/> use complex equipment
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## Skills Working With Data

<input type="checkbox"/> analyze data <input type="checkbox"/> audit records <input type="checkbox"/> budget <input type="checkbox"/> calculate/compute <input type="checkbox"/> check for accuracy <input type="checkbox"/> classify things <input type="checkbox"/> compare <input type="checkbox"/> compile <input type="checkbox"/> count <input type="checkbox"/> detail-oriented	<input type="checkbox"/> evaluate <input type="checkbox"/> investigate <input type="checkbox"/> keep financial records <input type="checkbox"/> locate information <input type="checkbox"/> manage money <input type="checkbox"/> observe/inspect <input type="checkbox"/> record facts <input type="checkbox"/> research <input type="checkbox"/> synthesize <input type="checkbox"/> take inventory
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## Skills Working With People

<input type="checkbox"/> administer <input type="checkbox"/> advise <input type="checkbox"/> care for <input type="checkbox"/> coach <input type="checkbox"/> confront others <input type="checkbox"/> counsel people <input type="checkbox"/> demonstrate <input type="checkbox"/> help others <input type="checkbox"/> instruct <input type="checkbox"/> interview people <input type="checkbox"/> kind <input type="checkbox"/> listen <input type="checkbox"/> negotiate	<input type="checkbox"/> outgoing people <input type="checkbox"/> patient <input type="checkbox"/> perceptive <input type="checkbox"/> persuade <input type="checkbox"/> pleasant <input type="checkbox"/> sensitive <input type="checkbox"/> sociable <input type="checkbox"/> supervise <input type="checkbox"/> tactful <input type="checkbox"/> tolerant <input type="checkbox"/> tough <input type="checkbox"/> trusting <input type="checkbox"/> understanding
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### Creative/Artistic Skills/Athletic

<input type="checkbox"/> artistic <input type="checkbox"/> dance, body movement <input type="checkbox"/> drawing, art <input type="checkbox"/> expressive <input type="checkbox"/> perform, act	<input type="checkbox"/> present artistic ideas <input type="checkbox"/> athletic <input type="checkbox"/> competitive <input type="checkbox"/> team player
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### Skills Working With Words/I deas

<input type="checkbox"/> articulate <input type="checkbox"/> communicate verbally <input type="checkbox"/> correspond with others <input type="checkbox"/> create new ideas <input type="checkbox"/> design <input type="checkbox"/> edit <input type="checkbox"/> ingenious	<input type="checkbox"/> inventive <input type="checkbox"/> library research <input type="checkbox"/> logical <input type="checkbox"/> public speaking <input type="checkbox"/> remember information <input type="checkbox"/> write clearly
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### Leadership Skills

<input type="checkbox"/> arrange social functions <input type="checkbox"/> competitive <input type="checkbox"/> decisive <input type="checkbox"/> direct others <input type="checkbox"/> explain things to others <input type="checkbox"/> influence others <input type="checkbox"/> initiate new tasks <input type="checkbox"/> make decisions <input type="checkbox"/> manage or direct others	<input type="checkbox"/> mediate problems <input type="checkbox"/> motivate people <input type="checkbox"/> negotiate agreements <input type="checkbox"/> plan events <input type="checkbox"/> results-oriented <input type="checkbox"/> risk-taker <input type="checkbox"/> run meetings <input type="checkbox"/> self-confident <input type="checkbox"/> self-motivate <input type="checkbox"/> solve problems
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### Other Skills You Have:

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### PUTTING YOUR TRANSFERABLE SKILLS TO WORK

list five skills which you consider to be your "best" transferable skills. Write an example of where or how you used this skill and rank the skills with number 1 being the most important

<u>Skill</u>	<u>Example</u>	<u>Ranking</u>
a.		
b.		
c.		
d.		
e.		