Identifying Your Transferable Skills

Employers ranked the following skills as the top skills they seek in candidates:

1. Ability to verbally communicate with persons inside and outside the organization
2. Ability to work in a team structure
3. Ability to make decisions and solve problems
4. Ability to plan, organize, and prioritize work
5. Ability to obtain and process information
6. Ability to analyze quantitative data
7. Technical knowledge related to the job
8. Proficiency with computer software programs
9. Ability to create and/or edit written reports
10. Ability to sell or influence others

(National Association of Colleges and Employers - NACE, 2017)

Reflect on your past roles and international experiences and identify transferable skills that you used or developed. Draw upon your study abroad experiences, coursework, student organization involvement, internships, professional experiences, and volunteer work. Use the list of skills above and on the back to help you take inventory of your transferable skills.

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<tr>
<th>Experience</th>
<th>Transferable Skills Used/Developed</th>
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Transferable Skills

Communication Skills
Verbal Communication
Body Language
Physical Communication
Writing
Storytelling
Visual Communication
Humor
Quick-wittedness
Listening
Presentation Skills
Public Speaking
Interviewing

Leadership
Team Building
Strategic Planning
Coaching
Mentoring
Delegation
Dispute Resolution
Diplomacy
Giving Feedback
Managing Difficult Conversations
Decision Making
Performance Management
Supervising
Managing
Manager Management
Talent Management
Managing Remote Teams
Managing Virtual Teams
Crisis Management

Influencing
Facilitation
Selling
Inspiring
Persuasion
Negotiation
Motivating
Collaborating

Interpersonal Skills
Networking
Interpersonal Relationships
Dealing with Difficult People
Conflict Resolution
Personal Branding
Office Politics

Personal Skills
Emotional Intelligence
Self-Awareness
Emotion Management
Stress Management
Tolerance of Change and Uncertainty
Taking Criticism
Self Confidence
Adaptability
Resilience
Assertiveness
Competitiveness
Self-Leadership
Self-Assessment
Work-Life Balance
Friendliness
Enthusiasm
Empathy

Creativity
Problem Solving
Critical Thinking
Innovation
Troubleshooting
Design Sense
Artistic Sense

Professional Skills
Organization
Planning
Scheduling
Time Management
Meeting Management
Technology Savvy
Technology Trend Awareness
Business Trend Awareness
Research
Business Etiquette
Business Ethics
Diversity Awareness
Disability Awareness
Intercultural Competence
Training
Train the Trainer
Process Improvement
Knowledge Management
Writing Reports and Proposals
Customer Service
Entrepreneurial Thinking

Adapted from http://training.simplicable.com/training/new/87-soft-skills
Transferable Skill Definition:

Any ability or trait that you can take with you from one field or experience to another area or profession.

Can you think of any examples?

- Verbal Communication
- Teamwork
- Problem-solving
- Time Management
- Analytical Skills