**TRANSFERABLE SKILLS CHECKLIST**

Transferable skills are skills that you bring from other life, work, and educational experiences. Identifying your transferable skills and being able to give examples will increase your value to a prospective employer.

1. Review the list and highlight your strengths
2. Identify the strengths that you feel would be important to an employer in your field
3. Using the Accomplishment Worksheet, tell a story about how you exhibited that skill

<table>
<thead>
<tr>
<th>Abstract or conceptual ideas</th>
<th>Act as liaison, go-between, or intermediary</th>
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<tbody>
<tr>
<td>Act or perform for audiences</td>
<td>Adapt to changing situations and needs</td>
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<tr>
<td>Adapt tools, machinery, and equipment</td>
<td>Address or talk to individual people and groups</td>
</tr>
<tr>
<td>Adjust, arrange, or adapt information</td>
<td>Adjust or align tools or equipment</td>
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<tr>
<td>Administer projects or events</td>
<td>Advise people</td>
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<tr>
<td>Allocate, disperse, or give away resources</td>
<td>Analyze information, data, or situations</td>
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<tr>
<td>Analyze tasks</td>
<td>Anticipate problems and unusual situations</td>
</tr>
<tr>
<td>Apply information from one situation to another</td>
<td>Appraise or evaluate work or services</td>
</tr>
<tr>
<td>Approve or &quot;OK&quot; the behavior of others</td>
<td>Approve or &quot;OK&quot; expenditures</td>
</tr>
<tr>
<td>Arbitrate or solve problems between people</td>
<td>Arrange or organize social gatherings</td>
</tr>
<tr>
<td>Arrange or organize tools or equipment</td>
<td>Assemble or collect data or information</td>
</tr>
<tr>
<td>Assemble or collect materials</td>
<td>Assemble or get people together</td>
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<tr>
<td>Assess a person’s performance</td>
<td>Assess or analyze data or information</td>
</tr>
<tr>
<td>Assess or analyze people</td>
<td>Assess situations</td>
</tr>
<tr>
<td>Assess the performance of equipment</td>
<td>Assign/delegate duties and/or responsibilities</td>
</tr>
<tr>
<td>Attend or pay attention to detail</td>
<td>Attract attention to yourself, others, or ideas</td>
</tr>
<tr>
<td>Audit or balance financial information</td>
<td>Balance schedules, duties, and tasks</td>
</tr>
<tr>
<td>Bargain or barter</td>
<td>Be innovative, come up with new ideas</td>
</tr>
<tr>
<td>Budget money</td>
<td>Budget time or resources</td>
</tr>
<tr>
<td>Build things with tools and equipment</td>
<td>Build trust and confidence</td>
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<tr>
<td>Activity</td>
<td>Description</td>
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<tr>
<td>Calculate or compute numbers</td>
<td>Carry, lift, and load</td>
</tr>
<tr>
<td>Carry out either your own or other’s plans</td>
<td>Catch objects</td>
</tr>
<tr>
<td>Chair or oversee meetings</td>
<td>Chart or graph information</td>
</tr>
<tr>
<td>Check information for accuracy</td>
<td>Check materials or products for quality/quantity</td>
</tr>
<tr>
<td>Classify information, data, or objects</td>
<td>Clean or clear</td>
</tr>
<tr>
<td>Clerical work</td>
<td>Coach</td>
</tr>
<tr>
<td>Collaborate or work with others on a project</td>
<td>Collate or sort data</td>
</tr>
<tr>
<td>Collate or sort objects, materials, or papers</td>
<td>Collect information</td>
</tr>
<tr>
<td>Collect money</td>
<td>Committee work</td>
</tr>
<tr>
<td>Communicate data or information</td>
<td>Communicate warmth and care</td>
</tr>
<tr>
<td>Compare information, data</td>
<td>Compare objects</td>
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<tr>
<td>Compile or collect information</td>
<td>Complete projects or tasks on schedule</td>
</tr>
<tr>
<td>Compose articles, reports, or other documents</td>
<td>Compose music</td>
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<tr>
<td>Confer or talk with others to make decisions</td>
<td>Confront others</td>
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<tr>
<td>Construct buildings</td>
<td>Construct tools, machines, or equipment</td>
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<tr>
<td>Consult with others</td>
<td>Contract with others</td>
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<tr>
<td>Control costs</td>
<td>Control crisis situations</td>
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<tr>
<td>Control situations, people, events, etc.</td>
<td>Control tools, machines, or equipment</td>
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<tr>
<td>Converse or talk to others, etc.</td>
<td>Convey feelings and emotions</td>
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<tr>
<td>Cooperate with others</td>
<td>Cope with deadlines and time pressures</td>
</tr>
<tr>
<td>Cope with difficulties, solve problems</td>
<td>Copy information, data, and drawings</td>
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<tr>
<td>Correct mistakes</td>
<td>Correspond with others</td>
</tr>
<tr>
<td>Count, inventory, keep track</td>
<td>Create things from your own ideas</td>
</tr>
<tr>
<td>Critique or review others’ work</td>
<td>Critique or review products and services</td>
</tr>
<tr>
<td>Deal with people</td>
<td>Deal with unknowns</td>
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<tr>
<td>Action</td>
<td>Description</td>
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<tr>
<td>Debate or argue a point</td>
<td>Define how things are to be done</td>
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<tr>
<td>Delegate work</td>
<td>Deliver things</td>
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<tr>
<td>Deliver work as promised</td>
<td>Demonstrate how to do things</td>
</tr>
<tr>
<td>Detail-out projects</td>
<td>Detect problems or errors</td>
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<tr>
<td>Develop ideas or prototypes</td>
<td>Diagnose problems</td>
</tr>
<tr>
<td>Direct people or projects</td>
<td>Discipline others</td>
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<tr>
<td>Discriminate colors</td>
<td>Dispatch or route information or materials</td>
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<tr>
<td>Dispense medicines</td>
<td>Display things</td>
</tr>
<tr>
<td>Distribute items, products</td>
<td>Draft or draw inanimate objects</td>
</tr>
<tr>
<td>Dramatize situations</td>
<td>Draw charts, pictures, or graphics</td>
</tr>
<tr>
<td>Edit written material</td>
<td>Emphasize with people's situations</td>
</tr>
<tr>
<td>Empower others</td>
<td>Encourage others</td>
</tr>
<tr>
<td>Endure long hours</td>
<td>Endure personal hardships</td>
</tr>
<tr>
<td>Enforce rules and regulations</td>
<td>Enlarge things</td>
</tr>
<tr>
<td>Enlighten others</td>
<td>Enlist others to help complete a job</td>
</tr>
<tr>
<td>Entertain people</td>
<td>Establish policy or procedures</td>
</tr>
<tr>
<td>Estimate cost, distance, size, etc.</td>
<td>Evaluate yourself or others</td>
</tr>
<tr>
<td>Examine for detail</td>
<td>Execute, implement, get something done</td>
</tr>
<tr>
<td>Exercise diplomacy</td>
<td>Exercise discretion</td>
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<tr>
<td>Exhibit or demonstrate products, ideas</td>
<td>Express innovations</td>
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<tr>
<td>Expand</td>
<td>Expedite, speed up</td>
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<tr>
<td>Experiment</td>
<td>Explain</td>
</tr>
<tr>
<td>Explore</td>
<td>Express attitudes</td>
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<tr>
<td>Express feelings</td>
<td>Express thoughts</td>
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<tr>
<td>Fabricate</td>
<td>Facilitate</td>
</tr>
<tr>
<td>File records or information</td>
<td>Fill orders or requests</td>
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<tr>
<td>Financial planning</td>
<td>Find things or information</td>
</tr>
<tr>
<td>Fit things together</td>
<td>Fix or repair</td>
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<tr>
<td>Follow directions</td>
<td>Follow through on tasks</td>
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<tr>
<td>Forecast what will happen</td>
<td>Formulate ideas</td>
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<tr>
<td>Gather data or information</td>
<td>Gather objects or materials</td>
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<tr>
<td>Govern</td>
<td>Graphically illustrate</td>
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<tr>
<td>Grounds keeping</td>
<td>Group people</td>
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<tr>
<td>Group things</td>
<td>Group work</td>
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<tr>
<td>Guide</td>
<td>Handle complaints</td>
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<tr>
<td>Handle emergencies</td>
<td>Handle multiple tasks simultaneously</td>
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<tr>
<td>Help people</td>
<td>Hire or fire people</td>
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<tr>
<td>Host events</td>
<td>Identify, seize on opportunities</td>
</tr>
<tr>
<td>Identify problems</td>
<td>Identify resources</td>
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<tr>
<td>Identify similarities</td>
<td>Illustrate or depict</td>
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<tr>
<td>Imagine</td>
<td>Implement decisions, plans, or ideas</td>
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<tr>
<td>Impress people</td>
<td>Improve situations</td>
</tr>
<tr>
<td>Improve systems or procedures</td>
<td>Improvise</td>
</tr>
<tr>
<td>Index or organize data or information</td>
<td>Influence, persuade, or convince others</td>
</tr>
<tr>
<td>Inform or give out information to others</td>
<td>Inquire or do research</td>
</tr>
<tr>
<td>Inspect for quality</td>
<td>Inspire others to do better</td>
</tr>
<tr>
<td>Install or service equipment</td>
<td>Instruct or train people</td>
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<tr>
<td>Integrate data or information</td>
<td>Interpret body language</td>
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<tr>
<td>Interpret data, information, and charts</td>
<td>Interpret foreign language</td>
</tr>
<tr>
<td>Interpret symbols on drawings or charts</td>
<td>Interview people for information</td>
</tr>
<tr>
<td>Invent</td>
<td>Investigate</td>
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<tr>
<td>Isolate causes, elements, or items</td>
<td>Judge truth or accuracy</td>
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<tr>
<td>Justify attitudes, decisions, or conclusions</td>
<td>Keep books</td>
</tr>
<tr>
<td>Keep secrets or confidential information</td>
<td>Keep or track details or information</td>
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<tr>
<td>Keep or track details or information</td>
<td>Lab work</td>
</tr>
<tr>
<td>Lead others</td>
<td>Learn quickly</td>
</tr>
<tr>
<td>Listen perceptively</td>
<td>Locate information, things, or data</td>
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<tr>
<td>Locate people</td>
<td>Maintain tolerances, standards, or limits</td>
</tr>
<tr>
<td>Make contacts</td>
<td>Make decisions</td>
</tr>
<tr>
<td>Make layouts</td>
<td>Make models</td>
</tr>
<tr>
<td>Make or set policy</td>
<td>Make referrals to others</td>
</tr>
<tr>
<td>Make recommendations, give advice</td>
<td>Manage money</td>
</tr>
<tr>
<td>Manage time</td>
<td>Manipulate people</td>
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<tr>
<td>Market research</td>
<td>Mathematics</td>
</tr>
<tr>
<td>Mediate disputes or problems</td>
<td>Meet and greet the public</td>
</tr>
<tr>
<td>Memorize large amounts of information</td>
<td>Mentor others</td>
</tr>
<tr>
<td>Merge or combine ideas or systems</td>
<td>Mobilize resources and people</td>
</tr>
<tr>
<td>Moderate situations</td>
<td>Modify, mold, or change behavior</td>
</tr>
<tr>
<td>Mold things into shape</td>
<td>Monitor machines, equipment, process</td>
</tr>
<tr>
<td>Motivate others to do better work</td>
<td>Move quickly</td>
</tr>
<tr>
<td>Navigate</td>
<td>Negotiate</td>
</tr>
<tr>
<td>Not show emotions</td>
<td>Nurture human growth</td>
</tr>
<tr>
<td>Put in order: systems or processes</td>
<td>Put in order: tools, machines, or objects</td>
</tr>
<tr>
<td>Question or query</td>
<td>Raise funds</td>
</tr>
<tr>
<td>Reach or achieve goals</td>
<td>Read and use reference materials</td>
</tr>
<tr>
<td>Recognize obsolescence</td>
<td>Reconcile financial records</td>
</tr>
<tr>
<td>Reconcile financial records</td>
<td>Reconcile personal differences</td>
</tr>
<tr>
<td>Record or log data, information</td>
<td>Recreate, duplicate, or reproduce products</td>
</tr>
<tr>
<td>Recreate situations or experiments</td>
<td>Recruit people</td>
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<tr>
<td>Action Description</td>
<td>Result Description</td>
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<tr>
<td>Reduce budgets or services</td>
<td>Reduce or make things smaller</td>
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<tr>
<td>Reflect or recall</td>
<td>Regulate things</td>
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<tr>
<td>Rehabilitate people</td>
<td>Rehabilitate things</td>
</tr>
<tr>
<td>Remember</td>
<td>Render or give support</td>
</tr>
<tr>
<td>Repair things</td>
<td>Repeat same task over and over</td>
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<tr>
<td>Report data, information</td>
<td>Represent people, organizations, or employer</td>
</tr>
<tr>
<td>Reproduce, duplicate, or copy materials</td>
<td>Reproduce sounds</td>
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<tr>
<td>Research</td>
<td>Reshape things</td>
</tr>
<tr>
<td>Restore or finish</td>
<td>Retrieve data, information, files</td>
</tr>
<tr>
<td>Review</td>
<td>Revise</td>
</tr>
<tr>
<td>Run or chair meetings or programs</td>
<td>Schedule own time or time of others</td>
</tr>
<tr>
<td>Screen applicants</td>
<td>Seize opportunities</td>
</tr>
<tr>
<td>Select items or products</td>
<td>Select people</td>
</tr>
<tr>
<td>Self-assessment</td>
<td>Sell</td>
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<tr>
<td>Sense moods or feelings</td>
<td>Sense the needs of others</td>
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<tr>
<td>Sequence tasks or flow chart processes</td>
<td>Serve people</td>
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<tr>
<td>Service equipment</td>
<td>Set criteria or standards of quality</td>
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<tr>
<td>Set goals and objectives</td>
<td>Set limits</td>
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<tr>
<td>Set up systems, services, or programs</td>
<td>Shapes things</td>
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<tr>
<td>Ship items</td>
<td>Show confidence or courage</td>
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<tr>
<td>Signal</td>
<td>Simplify</td>
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<tr>
<td>Solve problems</td>
<td>Sort data or information</td>
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<tr>
<td>Sort objects</td>
<td>Spatial perception or reasoning</td>
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<tr>
<td>Speed up jobs, projects, services</td>
<td>Statistics</td>
</tr>
<tr>
<td>Stimulate people</td>
<td>Straighten things</td>
</tr>
<tr>
<td>Strategy development</td>
<td>Strengthen objects or materials</td>
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<tr>
<td>Task</td>
<td>Action</td>
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<tr>
<td>Strengthen programs</td>
<td>Study</td>
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<tr>
<td>Summarize</td>
<td>Supervise</td>
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<tr>
<td>Supply or stock items</td>
<td>Survey for information or opinions</td>
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<tr>
<td>Synthesize</td>
<td>Systematize</td>
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<tr>
<td>Tabulate information or data</td>
<td>Be tactful</td>
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<tr>
<td>Take accurate measurements</td>
<td>Take initiative</td>
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<tr>
<td>Take instructions</td>
<td>Think ahead</td>
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<tr>
<td>Tolerate interruptions, inconveniences</td>
<td>Tolerate routine or boring tasks</td>
</tr>
<tr>
<td>Track or monitor situations or information</td>
<td>Train, instruct, or teach</td>
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<tr>
<td>Transcribe</td>
<td>Transfer data or information</td>
</tr>
<tr>
<td>Transfer things from one place to another</td>
<td>Translate</td>
</tr>
<tr>
<td>Travel in unknown territories</td>
<td>Type, use keyboard</td>
</tr>
<tr>
<td>Understand behavior</td>
<td>Understand cause and effect of relationships</td>
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<tr>
<td>Understand or interpret information</td>
<td>Unite or get people working together</td>
</tr>
<tr>
<td>Upgrade quality</td>
<td>Use keen physical sensations</td>
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<tr>
<td>Use keen sense of rhythm</td>
<td>Use keen sense of smell</td>
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<tr>
<td>Use keen sense of timing</td>
<td>Use keen sense of timing</td>
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<tr>
<td>Use keen sense touch</td>
<td>Use sophisticated equipment, instruments</td>
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<tr>
<td>Use personal contacts, networks</td>
<td>Use physical ability and agility</td>
</tr>
<tr>
<td>Verify information</td>
<td>Visualize ideas</td>
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<tr>
<td>Win friends and supporters</td>
<td>Work under stress</td>
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<tr>
<td>Work with precision</td>
<td>Write proposals</td>
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<tr>
<td>Write technical materials</td>
<td>Write responses</td>
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</table>