

# Transferable Skills for Your Job Search

## Common Skills

|  |  |  |  |
| --- | --- | --- | --- |
| Meet deadlines | Solve problems | Ability to plan | Results oriented |
| Customer oriented | Supervise others | Increase sales | Increase efficiency |
| Accept responsibility | Ability to delegate | Desire to learn | Time management |
| Manage budget | Write clearly, edit | Communicate well | Organize people |
| Manage projects | Team player | Computer skills | Work independently |

## Dealing with People

|  |  |  |  |
| --- | --- | --- | --- |
| Patient | Persuasive | Pleasant | Supportive |
| Teach, counsel | Diplomatic, Tactful | Speak in public | Help others |
| Confront others | Understanding | Insightful | Anticipate needs |
| Sensitive, kind | Outgoing | Interview others | High energy |
| Open minded | Adaptable | Take direction | Listen |

## Dealing with Things

|  |  |  |  |
| --- | --- | --- | --- |
| Use my hands | Safety conscious | Follow instructions | Operate tools |
| Assemble, build | Observe, inspect | Operate vehicles | Use machinery |
| Make things | Construct or repair | Repair things | Use equipment |

## Dealing with Data

|  |  |  |  |
| --- | --- | --- | --- |
| Analyze data/facts | Locate answers | Classify data | Count, observe |
| Investigate | Balance money | Compare, inspect | Compile |
| Audit records | Manage money | Record Facts | Detail-oriented |
| Keep records | Calculate, compute | Research | Take inventory |

## Supervision & Leadership

|  |  |  |  |
| --- | --- | --- | --- |
| Empowering others | Solve problems | Take risks | Plan, direct projects |
| Team builder | Delegate, get results | Self-motivated | Run meetings |
| Direct others | Negotiate, mediate | Decisive | Motivate people |

## Creativity & Artistic Ability

|  |  |  |  |
| --- | --- | --- | --- |
| Artistic | Expressive | Present ideas | Perform, act |
| Generate ideas | Dance, movement | Draw, sketch | Play instruments |