

Transferable Skills



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Other publications on resumes and applications

Personal Data Record (DWSJ-4937-P)
 Thoughts on Resumes (DWSJ-4658-P)
 Resume Writing— A Basic Guide (DWSJ-9433-P)

Publications on related topics

INTERVIEWING

Keys to Successful Interviewing (DWSJ-6951-P)
 Hidden Elements of Interviewing (DWSJ-9484-P)
 Informational Interviewing (DWSJ-9407-P)

JOB SEARCH

Tips on Finding Summer Jobs (DWSJ-5641-P)
 Job Search Issues (DWSJ-8456-P)
 Where to Look for Job Opportunities (DWSJ-9467-P)

Unlike job-related skills, which tend to be used only in one type of work, transferable skills are skills that can be used in every occupation, regardless of the type of work. They are universal skills — you can transfer them from one type of work to another without much effort on your part or training from the employer.

Many employers think that if you are able to use the skill in one situation, you should be able to use that skill in another job, even if the work appears to be unrelated to your past employment or educational experience.

For this reason, your transferable skills are often more important than your job-related skills. This is especially true if you are changing careers or making the transition from school to work.

Suppose that an automobile mechanic wants a job repairing household appliances. The mechanic should emphasize general mechanical skills, not specific automotive skills.

The household appliance employer will be interested in the mechanic's general skills: Can the mechanic use hand tools? Can the mechanic troubleshoot, repair, adjust, and maintain mechanical devices? The employer does not care that the mechanic can grind pistons, rebuild carburetors, and adjust ignition timing.

In identifying your transferable skills, do not overlook the skills you've gained from everyday living. Most job seekers fail to see this potential. These skills can, however, help you meet an employer's expectations.

If you do not already know your transferable skills, complete the transferable skills exercise on the following pages. This exercise will help you identify at least ten of your transferable skills.

Review the list of transferable skills on the next pages and check all of the skills that you feel are the skills you have.

Check the EDUCATION column if you acquired that skill during your education or through a training program. Check the LIFE column if you acquired the skill anywhere else, which would include paid employment, volunteer activities, and general life experience. Check the third column, NEXT JOB, if you feel you will need that skill in the next job you have that meets your primary job objective.

DWSJ-8961-P (R. 07/2003)

Education	Life	Next Job	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	act/perform
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	adapt to situations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	advise people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	analyze data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	anticipate problems
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	appraise service
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	arrange functions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	assemble products
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	assess situations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	audit records
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	bargain/barter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	be cost conscious
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	be responsible for
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	budget money
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	build
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	buy products/services
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	calculate numbers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	chart information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	check for accuracy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	classify information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	collect money
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	communicate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	compare data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	compile statistics
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	compute data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	conceptualize
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	conduct
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	confront others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	construct buildings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	consult w/ others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	contact others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	contact w/ others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	control costs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	control people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	control situations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	converse w/ others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	coordinate activities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	cope w/ deadlines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	copy information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	correspond w/ others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	create
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	delegate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	deliver
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	demonstrate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	design
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	detail
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	detect
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	determine
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	develop
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	direct others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	dispense information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	distribute

Education	Life	Next Job	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	do precision work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	do public relations work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	draft
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	drive
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	edit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	encourage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	endure long hours
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	enforce
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	entertain
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	establish
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	estimate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	evaluate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	examine
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	exchange
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	exhibit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	expand
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	expedite
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	explain
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	explore
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	file records
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	find information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	fix/repair
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	follow directions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	follow through
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	gather information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	gather materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	generate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	guide/lead
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	handle complaints
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	handle equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	handle money
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	help people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	illustrate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	imagine solutions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	implement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	improve
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	improvise
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	inform people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	initiate actions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	inspect products
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	install
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	instruct
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	interpret data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	interview people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	invent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	inventory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	investigate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	lead people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	learn
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	learn quickly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	liaise
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	lift (heavy)

Education	Life	Next Job	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	lift (moderate)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	listen
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	locate information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	log information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	make/create
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	make decisions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	make policy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	manage a business
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	manage people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	measure boundaries
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	mediate problems
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	meet the public
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	memorize information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	mentor others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	monitor progress
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	motivate others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	move materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	negotiate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	nurse
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	nurture
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	observe
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	obtain
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	operate equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	order goods/supplies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	organize data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	organize people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	organize tasks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	own/operate business
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	paint
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	perceive needs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	perform routine work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	persuade others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	plant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	prepare materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	print
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	process information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	process materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	produce
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	promote
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	protect property
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	provide maintenance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	question others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	raise money
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	read reference books
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	recommend
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	record data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	recruit people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	rectify
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	reduce costs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	refer people

Education	Life	Next Job		Education	Life	Next Job		Education	Life	Next Job	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	rehabilitate people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	shape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	transfer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	remember information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	signal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	translate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	remove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	size up situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	travel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sketch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	treat
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	replace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	socialize	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	troubleshoot
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	report information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	solve problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	tutor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	type
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	resolve problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	speak in public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	understand
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	restore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	unite people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	retrieve information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	supervise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	update information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	upgrade
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	run meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	use hand/eye coord.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	use words correctly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	seek out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	synthesize	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	verify
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	select	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	tabulate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	visit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	take instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	visualize
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	separate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	tend equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	volunteer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sequence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	weigh
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	service customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	think ahead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	work quickly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	service equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	think logically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	write procedures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	set goals/objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	tolerate interruptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	write promo material
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	set up equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	track	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	write proposals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	set up systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	train/teach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	write reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	transcribe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	write technical work

Once you've identified your transferable skills, you need to develop them into statements that you can make in an interview, which will show employers that

you are the best person for the job. Below are sample statements about transferable skills. Each is followed by an example and a connection to a specific job.

Transferable skill statement	"I can meet deadlines."
<u>Example</u>	"While in school, I rarely missed a due date on an assignment."
<u>Connection</u>	"If I was able to meet deadlines in school, I will also be able to meet your work deadlines and quotas."
Transferable skill statement	"I can keep financial records."
<u>Example</u>	"As a full-time homemaker I handled all of the family money, including savings and checking, without ever bouncing a check or failing to pay a bill on time."
<u>Connection</u>	"If I could handle the family finances so well for twenty years, while taking care of all of the other household chores at the same time, I could be a good account clerk for you."
Transferable skill statement	"I am a well-organized person."
<u>Example</u>	"At my last job I had six bosses. I had to organize my time and set priorities to get the job done to everyone's satisfaction."
<u>Connection</u>	"If I could handle that confusion, I'm sure I'll be able to deal with the organizational demands of this job."
Transferable skill statement	"I'm a good explainer."
<u>Example</u>	"Whenever anyone at work had trouble understanding a procedure, they came to me for an explanation."
<u>Connection</u>	"I can learn quickly, train new workers, and help others."



Now choose three transferable skills from your list that you think will interest most potential employers. Write these skills as complete statements, like the samples. Then include examples from your own experiences that support your statements. Also, state the connection between each ability and the job you want.

Transferable skills

Statement _____

Example _____

Connection _____

Transferable skills

Statement _____

Example _____

Connection _____

Transferable skills

Statement _____

Example _____

Connection _____

