MERCY COLLEGE

CAREER AND PROFESSIONAL DEVELOPMENT

MAKE YOUR CAREER EPIC!

Explore career paths and learn about yourself.

Prepare to market yourself in your field.

Implement your plan through internships, volunteer work, and other field experiences.

Career Launch!

TRANSFERABLE SKILLS WORKBOOK

Transferable Skills

Transferable skills are those you can apply in a variety of situations. Review the list below and check off all the skills you have. Remember: skills can be learned in a variety of settings, including employment, education, hobbies and volunteering.

- ☐ adapt to situations
- ☐ advise
- ☐ analyze data
- ☐ anticipate problems
- ☐ arrange functions
- ☐ assemble products
- ☐ assess situations
- ☐ audit records
- ☐ be detail-oriented
- ☐ be precise
- ☐ be responsible
- ☐ budget money
- ☐ buy products or services
- ☐ calculate numbers
- ☐ chart information
- ☐ check for accuracy
- ☐ classify information
- ☐ collect money
- ☐ communicate
- ☐ compare data
- ☐ compile statistics
- ☐ complete data entry
- ☐ compose technical writing
- ☐ compute data
- ☐ conceptualize
- ☐ construct buildings
- ☐ consult with others
- ☐ contact others
- ☐ control costs
- ☐ control situations
- ☐ coordinate activities
- ☐ copy information
- ☐ correspond with others
- ☐ create
- ☐ delegate
- ☐ develop plans, programs
- ☐ develop policy
- ☐ direct others
- ☐ dispense information
- ☐ distribute
- ☐ draft
- ☐ edit
- ☐ encourage
- ☐ enforce
- ☐ estimate
- ☐ evaluate
- ☐ examine
- ☐ exchange
- ☐ exhibit
- ☐ expand
- ☐ expedite
- ☐ explain
- ☐ explore
- ☐ facilitate meetings
- ☐ file records

- ☐ find information
- ☐ fix or repair
- ☐ follow directions
- ☐ follow through
- ☐ fundraising
- ☐ gather information
- ☐ gather materials
- ☐ give customer service
- ☐ guide or lead
- ☐ handle complaints
- ☐ handle equipment
- ☐ handle money
- ☐ handle public relations
- ☐ help
- ☐ identify solutions
- ☐ illustrate
- ☐ implement
- ☐ improve
- ☐ improvise
- ☐ inform
- ☐ initiate actions
- ☐ inspect products
- ☐ install
- ☐ instruct
- ☐ interpret data
- ☐ interview
- ☐ inventory
- ☐ investigate
- ☐ lead
- ☐ learn quickly
- ☐ listen
- ☐ locate information
- ☐ make decisions
- ☐ manage a business
- ☐ manage people
- ☐ manage projects
- ☐ measure boundaries
- ☐ mediate problems
- ☐ meet deadlines
- ☐ meet the public
- ☐ memorize information
- ☐ mentor others
- ☐ monitor progress
- ☐ motivate others
- ☐ move materials
- ☐ negotiate
- ☐ nurture
- ☐ observe
- ☐ operate equipment
- ☐ order goods/supplies
- ☐ organize data
- ☐ organize people
- ☐ organize tasks
- ☐ own/operate business
- ☐ perceive needs

- ☐ persuade others
- ☐ plan
- ☐ prepare materials
- ☐ process information
- ☐ process materials
- ☐ program
- ☐ promote
- ☐ recommend
- ☐ recruit
- ☐ reduce costs
- ☐ refer people
- ☐ rehabilitate people
- ☐ remember information
- ☐ report information
- ☐ research
- ☐ resolve problems
- ☐ retrieve information
- ☐ review
- ☐ schedule
- ☐ sell
- ☐ set goals or objectives
- ☐ solve problems
- ☐ speak in public
- ☐ supervise
- ☐ support
- ☐ survey
- ☐ take instructions
- ☐ think ahead
- ☐ think logically
- ☐ track information
- ☐ train or teach
- ☐ translate
- ☐ troubleshoot
- ☐ understand
- ☐ unite people
- ☐ update information
- ☐ upgrade
- ☐ verify
- ☐ visualize
- ☐ volunteer
- ☐ work quickly
- ☐ write procedures
- ☐ write promotional material
- ☐ write proposals
- ☐ write reports

Writing Skill Statements

Once you have identified your transferable skills, you can develop them into *transferable skill statements* that you can use in an interview or in a cover letter to show employers how you meet the qualifications of the job.

- The **skill** which you can find in the job description
- An **example** of a time in your work, extracurricular activities or education when you used the skill
- **Find the connection** to the job you are applying for

Review the examples below, and then get started developing your own transferable skill statements.

Skill 1: Organize tasks
- Example: "I am a well-organized person. At my Federal Work Study assistant role I was given projects from 5 staff members, so I had to organize my time and prioritize to meet multiple deadlines."
- Connection: "If I could do that, I can handle the organizational demands of this job."

Skill 2: Ability to explain information to others
- Example: "I can explain information clearly. In my XYZ class project, whenever anyone in my team had trouble understanding something, they asked me to help them."
- Connection: "I learn concepts quickly so I can train and help others."

Skill 3: Solid work ethic
- Example: "I have never been late for class at Mercy and have submitted all my assignments on time."
- Connection: "I am dependable and take pride in delivering quality work on time"

Skill: _____

- Example: _____

- Connection: _____

Skill: _____

- Example: _____

- Connection: _____

Skill: _____

- Example: _____

- Connection: _____