guide to
TRANSFERABLE SKILLS

WHAT ARE TRANSFERABLE SKILLS?

TOP SKILLS
employers want according to the National Association of Colleges and Employers are listed below

Career Readiness Competencies

- CAREER & SELF-DEVELOPMENT
- COMMUNICATION
- CRITICAL THINKING
- LEADERSHIP
- PROFESSIONALISM
- SOCIAL ADAPTABILITY
- TEAMWORK
- TECHNOLOGY

TRANSFERABLE SKILLS are skills developed in one environment which can then be transferred to another environment such as home, school, work, service, or extra-curricular activities.

It is important to be able to provide examples of how you've used skills in previous experiences. Most employers believe that if you are able to use a skill in one situation, you will be able to use that skill in another job, even if the new job appears to be unrelated to your past experience.

APPLICATIONS OF TRANSFERABLE SKILLS

RESUME. Emphasize your various skills and elaborate on how you acquired them in your bullet points.

COVER LETTER. Highlight the skills required for the position in order to demonstrate your qualifications and your fit for the job and organization.

INTERVIEW. When answering questions, give specific examples of experiences and the skills you gained from them. Then relate your skills to the position for which you are applying.

LINKEDIN. Not only can you talk about skills in your Experience section, you can select up to 50 skills to include on your profile and have others endorse your skills as well.

Check out our website for guides on interviews, resumés, and cover letters. Access them on our website by going to **Resources** > Mizzou Career Tools

Mizzou Career Tools
PERSONALIZED CAREER RESOURCES

MU Career Center
University of Missouri

Lower Level
Student Success Center

(573)882-6801
career.missouri.edu
career@missouri.edu

REFLECT ON YOUR SKILLS

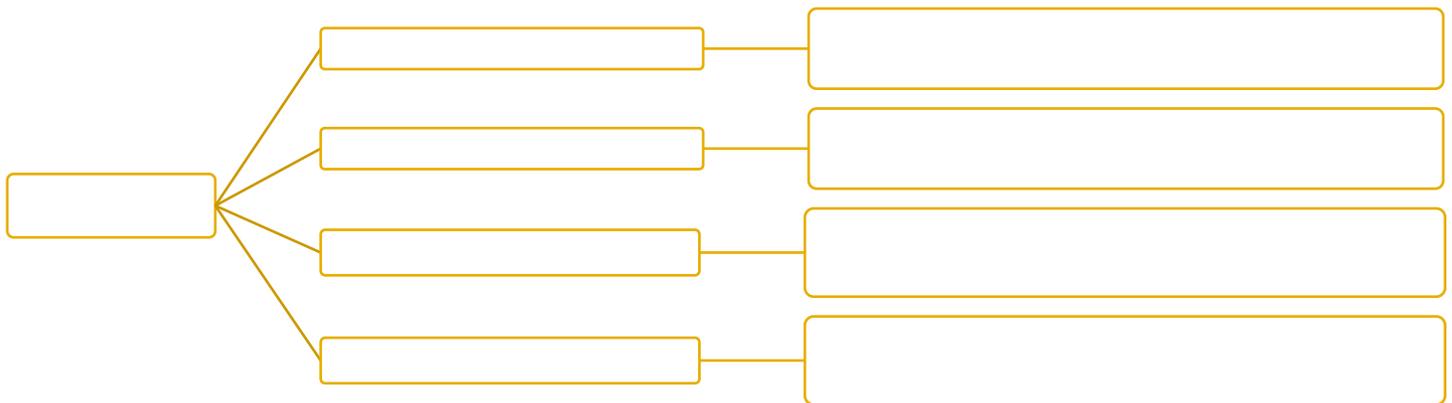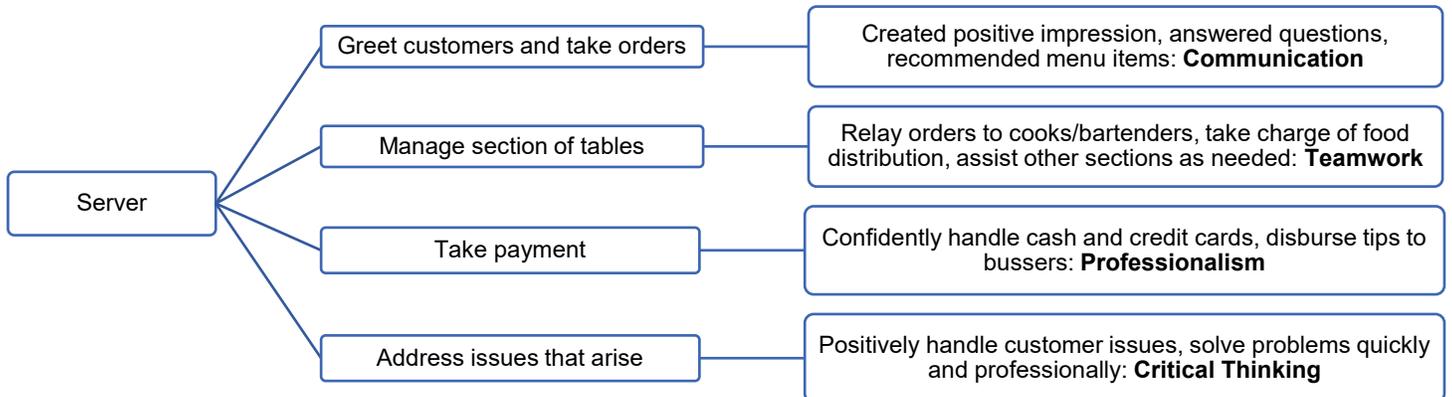| NACE CAREER READINESS COMPETENCY	DEFINITION	WHERE HAVE YOU DEVELOPED THIS COMPETENCY? Consider coursework, study abroad, involvement, internships, volunteer or service activities, work experience
CAREER AND SELF-DEVELOPMENT	Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.	
COMMUNICATION	Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.	
CRITICAL THINKING	Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.	
SOCIAL ADAPTABILITY	Demonstrate the awareness, attitude, knowledge, and skills required to engage and include people with different perspectives and experiences.**	
LEADERSHIP	Recognize and capitalize on personal and team strengths to achieve organizational goals.	
PROFESSIONALISM	Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.	
TEAMWORK	Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.	
TECHNOLOGY	Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.	

***This is an adaptation of the original NACE competency and sample behaviors.*

MAP YOUR SKILLS

STEP 1: Start with one job or experience you have been involved with

STEP 2: Break down the major tasks you performed

STEP 3: Divide the tasks into the skills you acquired from performing them

Server

- Greet customers and take orders — Created positive impression, answered questions, recommended menu items: **Communication**
- Manage section of tables — Relay orders to cooks/bartenders, take charge of food distribution, assist other sections as needed: **Teamwork**
- Take payment — Confidently handle cash and credit cards, disburse tips to bussers: **Professionalism**
- Address issues that arise — Positively handle customer issues, solve problems quickly and professionally: **Critical Thinking**

(Chart is from What Color is Your Parachute? Richard Bolles ed. 2002).

STEP 4: Match your skills with what employers are seeking. Once you have identified your transferable skills, ask yourself: how do your skills match up with skills an employer might want? What skills are useful in your field of interest?

ARTICULATE YOUR SKILLS

Communication
Communicating
Editing
Explaining
Informing
Lecturing
Listening
Mentoring
Promoting
Proofreading
Providing
Publicizing
Reading
Relating
Reporting
Representing
Responding
Selling
Sharing
Speaking
Talking
Telling
Translating
Understanding
Verbalizing

Helping & Teaching
Advising
Coping
Counseling
Empathizing
Giving
Guiding
Helping
Instructing
Mediating
Offering
Processing
Referring
Rehabilitating
Resolving
Serving
Teaching
Tending
Training
Tutoring

Creativity
Acting
Composing
Conducting
Creating
Designing
Detailing
Developing
Displaying
Dramatizing
Drawing
Expressing
Founding
Generating
Illustrating
Imagining
Improvising
Initiating
Innovating
Interpreting
Inventing
Modeling
Originating
Painting
Performing
Photographing
Playing
Printing
Publicizing
Rendering
Shaping
Showing
Singing
Sketching
Symbolizing
Writing

Management & Leadership
Addressing
Arbitrating
Coaching
Consolidating
Controlling
Coordinating
Deciding
Directing
Diverting
Enforcing
Heading
Implementing
Influencing
Informing
Inspiring
Instituting
Integrating
Interviewing
Judging
Leading
Managing
Negotiating
Ordering
Overseeing
Persuading
Piloting
Planning
Prescribing
Presenting
Programming
Protecting
Recommending
Recruiting
Separating
Supervising
Team Building
Umpiring
Unifying
Uniting
Upgrading

Organizational & Financial
Administering
Arranging
Auditing
Budgeting
Calculating
Checking
Classifying
Collecting
Compiling
Computing
Defining
Detailing
Dispensing
Distributing
Estimating
Filing
Financing
Gathering
Inventorying
Keeping
Logging
Manipulating
Monitoring
Organizing
Preparing
Projecting
Purchasing
Raising
Reconciling
Recording
Retrieving
Reviewing
Scheduling
Selecting
Sorting
Summarizing
Supplying
Systematizing
Transcribing
Typing

Research
Analyzing
Ascertaining
Assessing
Charting
Conceptualizing
Detecting
Determining
Diagnosing
Discovering
Disproving
Dissecting
Evaluating
Examining
Experimenting
Formulating
Hypothesizing
Identifying
Inspecting
Interpreting
Intuiting
Learning
Observing
Predicting
Problem Solving
Processing
Questioning
Reasoning
Researching
Solving
Studying
Synergizing
Synthesizing
Testing and Proving
Troubleshooting
Weighing

Technical
Assembling
Building
Conserving
Constructing
Digging
Driving
Extracting
Fixing
Handling
Installing
Lifting
Maintaining
Making
Operating
Producing
Repairing
Setting Up
Sewing
Treating
Washing

Other Skills
Achieving
Adapting
Anticipating
Attaining
Delivering
Eliminating
Establishing
Expanding
Following
Getting
Having Responsibility
Improving
Increasing
Memorizing
Navigating
Obtaining
Perceiving
Realizing
Receiving
Reducing
Remembering
Risking
Sensing
Taking Instructions
Traveling
Undertaking
Using
Utilizing
Working

Did You Know...
The Focus 2 assessment lists specific skills employers from different fields are seeking. If you know what job field you want to go into and are trying to brainstorm skills, the Focus 2 website can be a great place to start!