

What are transferable skills?

Transferable skills are qualities that can be **transferred from one job to another**. Many individuals already possess transferable skills employers want like organization or communication. Transferable skills are typically gained through **academic coursework** (group work, projects, planning, presenting), and other interactions (with peers, faculty or staff). These skills are also gained through **volunteer opportunities, internships, jobs**, and other **life experiences**. You can strengthen your skills and develop new ones that employers value by applying them across various industries and jobs.

Use this checklist to identify general skills that can be transferred between jobs, departments, and industries. These are just a few of the many transferable skills you may have. Think about how you have used these skills and how applicable they are to your desired job.

What transferable skills do you possess?

- | | | |
|-------------------------------------------------------|------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Teamwork | <input type="checkbox"/> Time Management | <input type="checkbox"/> Calculate |
| <input type="checkbox"/> Collaboration | <input type="checkbox"/> Goal-Oriented | <input type="checkbox"/> Persuade |
| <input type="checkbox"/> Digital Technology | <input type="checkbox"/> Result-Driven | <input type="checkbox"/> Confidence |
| <input type="checkbox"/> Critical Thinking | <input type="checkbox"/> Responsible | <input type="checkbox"/> Self-awareness |
| <input type="checkbox"/> Problem Solving | <input type="checkbox"/> Patient | <input type="checkbox"/> Networking |
| <input type="checkbox"/> Oral & Written Communication | <input type="checkbox"/> Caring | <input type="checkbox"/> Outreach |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Facilitating | <input type="checkbox"/> Consult |
| <input type="checkbox"/> Professionalism | <input type="checkbox"/> Work Ethics | <input type="checkbox"/> Advise |
| <input type="checkbox"/> Cultural Competence | <input type="checkbox"/> Prioritize | <input type="checkbox"/> Dependability |
| <input type="checkbox"/> Organization | <input type="checkbox"/> Teaching | <input type="checkbox"/> Data Analysis |
| <input type="checkbox"/> Advocating | <input type="checkbox"/> Training | <input type="checkbox"/> Data Tracking |
| <input type="checkbox"/> Planning | <input type="checkbox"/> Flexibility | <input type="checkbox"/> Customer Service |
| <input type="checkbox"/> Management | <input type="checkbox"/> Adaptability | <input type="checkbox"/> Detail Oriented |
| <input type="checkbox"/> Delegating | <input type="checkbox"/> Negotiating | <input type="checkbox"/> Motivating |
| <input type="checkbox"/> Coordinating | <input type="checkbox"/> Facilitate | <input type="checkbox"/> Active Listening |
| <input type="checkbox"/> Interpersonal Skills | <input type="checkbox"/> Direct | <input type="checkbox"/> Coaching |
| <input type="checkbox"/> Decision-making | <input type="checkbox"/> Empower | <input type="checkbox"/> Analyze |
| <input type="checkbox"/> Creativity | <input type="checkbox"/> Mediate | <input type="checkbox"/> Other: |

Check out this additional resource to learn how to incorporate soft and hard skills on your resume:

- ResumeGenius | [Skills for Your Resume: List & Examples](#)