# Employment Skills

In order to determine what jobs you can apply for, you need to know if you have the skills and experience that match what an employer is looking for in an employee. Skills and experience can be learned in a variety of settings, including employment, education, hobbies and volunteering. This section will help you identify your transferable skills, soft skills and job content skills as they relate to applying for jobs.

## Transferable Skills

Review this list of transferable skills and check all the skills you have.
Remember: skills can be learned in a variety of settings, including employment, education, hobbies and volunteering.

| | | | |
|---|---|---|---|
| ❍ act or perform | ❍ consult with others | ❍ explore | ❍ inventory |
| ❍ adapt to situations | ❍ contact others | ❍ facilitate meetings | ❍ investigate |
| ❍ advise | ❍ control costs | ❍ file records | ❍ lead |
| ❍ analyze data | ❍ control people | ❍ find information | ❍ learn quickly |
| ❍ anticipate problems | ❍ control situations | ❍ fix or repair | ❍ lift |
| ❍ appraise service | ❍ converse with others | ❍ follow directions | ❍ listen |
| ❍ arrange functions | ❍ coordinate activities | ❍ follow through | ❍ locate information |
| ❍ assemble products | ❍ copy information | ❍ fundraising | ❍ make decisions |
| ❍ assess situations | ❍ correspond with others | ❍ gather information | ❍ manage a business |
| ❍ audit records | ❍ create | ❍ gather materials | ❍ manage people |
| ❍ be detail-oriented | ❍ delegate | ❍ give customer service | ❍ manage projects |
| ❍ be precise | ❍ develop | ❍ guide or lead | ❍ measure boundaries |
| ❍ be responsible | ❍ develop policy | ❍ handle complaints | ❍ mediate problems |
| ❍ budget money | ❍ direct others | ❍ handle equipment | ❍ meet deadlines |
| ❍ buy products or services | ❍ dispense information | ❍ handle money | ❍ meet the public |
| ❍ calculate numbers | ❍ distribute | ❍ handle public relations | ❍ memorize information |
| ❍ chart information | ❍ draft | ❍ help | ❍ mentor others |
| ❍ check for accuracy | ❍ drive | ❍ identify solutions | ❍ monitor progress |
| ❍ classify information | ❍ edit | ❍ illustrate | ❍ motivate others |
| ❍ collect money | ❍ encourage | ❍ implement | ❍ move materials |
| ❍ communicate | ❍ enforce | ❍ improve | ❍ negotiate |
| ❍ compare data | ❍ estimate | ❍ improvise | ❍ nurture |
| ❍ compile statistics | ❍ evaluate | ❍ inform | ❍ observe |
| ❍ complete data entry | ❍ examine | ❍ initiate actions | ❍ operate equipment |
| ❍ compose technical writing | ❍ exchange | ❍ inspect products | ❍ order goods/supplies |
| ❍ compute data | ❍ exhibit | ❍ install | ❍ organize data |
| ❍ conceptualize | ❍ expand | ❍ instruct | ❍ organize people |
| ❍ confront others | ❍ expedite | ❍ interpret data | ❍ organize tasks |
| ❍ construct buildings | ❍ explain | ❍ interview | ❍ own/operate business |

(continued)

# Transferable Skills (continued)

- ❍ 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
- ❍ signal
- ❍ solve problems
- ❍ speak in public
- ❍ supervise
- ❍ support
- ❍ survey
- ❍ tabulate
- ❍ take instructions
- ❍ think ahead
- ❍ think logically
- ❍ track
- ❍ track information
- ❍ train or teach
- ❍ translate
- ❍ travel
- ❍ troubleshoot
- ❍ type
- ❍ understand
- ❍ unite people
- ❍ update information
- ❍ upgrade
- ❍ use hand/eye coordination
- ❍ use words correctly
- ❍ verify
- ❍ visit
- ❍ visualize
- ❍ volunteer
- ❍ work quickly
- ❍ write procedures
- ❍ write promotional material
- ❍ write proposals
- ❍ write reports

# Soft Skills

Soft skills are employment traits that help an employer decide if your temperament suits a particular job. They are clues to how well you might adapt and problem solve. Soft skills can include time management, honesty, punctuality, efficiency, physical strength and motivation. Review this list of soft skills and check all the skills you have.

- ❍ ambitious
- ❍ assertive
- ❍ capable
- ❍ competent
- ❍ creative
- ❍ decisive
- ❍ discreet
- ❍ eager
- ❍ efficient
- ❍ energetic
- ❍ enthusiastic
- ❍ flexible and adaptable
- ❍ friendly
- ❍ good attendance
- ❍ good communication
- ❍ hard-working
- ❍ helpful
- ❍ humorous
- ❍ methodical
- ❍ modest
- ❍ open-minded
- ❍ optimistic
- ❍ organized
- ❍ original
- ❍ patient
- ❍ persistent
- ❍ positive attitude
- ❍ practical
- ❍ problem-solving skills
- ❍ reliable
- ❍ resourceful
- ❍ results-oriented
- ❍ self-confident
- ❍ sincere
- ❍ strong work ethic
- ❍ tactful
- ❍ team player
- ❍ tenacious
- ❍ thrifty
- ❍ time management skills
- ❍ tolerant
- ❍ trustworthy
- ❍ works well under pressure

# Job Content Skills

Job content skills are related to job-specific certifications, licenses, tools and tasks. Each industry tends to have its own vocabulary of required skills. An example of a job content skill is a Class A CDL for a truck driver. Other examples include proficiency with QuickBooks, Microsoft Excel or OSHA or having a pharmacy technician license. List all job content skills that apply to you:

_____

_____

_____

_____

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# Skill Statements

Once you have identified your transferable skills, you can develop them into transferable skill statements that you can use in an interview to show employers that you meet the qualifications of the job. A transferable skill statement gives a description of the skill; an example of a time in your work, home or education when you used the skill; and a statement that connects your skill to the job you are applying for. Review the examples below, and then get started developing your own transferable skill statements.

**Skill statement 1 — Budget money:** *"I can keep financial records."*

Example: "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."

Connection: "If I could handle the family finances so well for twenty years while taking care of all of the other household chores, I will be a good account clerk for you."

**Skill statement 2 — Organize tasks:** "I am a well-organized person."

Example: "At my last job I received assignments from multiple people, so I had to organize my time and prioritize to satisfy everyone."

Connection: "If I could handle that confusion, I can deal with the organizational demands of this job."

**Skill statement 3 — Explain:** "I can explain information clearly."

Example: "Whenever anyone at work had trouble understanding a procedure, they came to me for an explanation."

Connection: "I learn quickly, train new workers and help others."

Skill: _____

Statement: _____

Example: _____

Connection: _____


Skill: _____

Statement: _____

Example: _____

Connection: _____

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