

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
- adapt to situations
- advise
- analyze data
- anticipate problems
- appraise service
- 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
- confront others
- construct buildings
- consult with others
- contact others
- control costs
- control people
- control situations
- converse with others
- coordinate activities
- copy information
- correspond with others
- create
- delegate
- develop
- develop policy
- direct others
- dispense information
- distribute
- draft
- drive
- 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
- lift
- 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

(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.

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

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: _____