Transferable Skills Checklist

Review this list of transferable skills and check all of the skills that you feel are skills you have.

REMEMBER—skills can be learned in a variety of setting, including employment, education, hobbies, volunteering, etc.

- act/perform
- adapt to situations
- advise people
- analyze data
- anticipate problems
- appraise service
- arrange functions
- assemble products
- assess situations
- audit records
- budget money
- buy products/services
- calculate numbers
- chart information
- check for accuracy
- classify information
- collect money
- communicate
- compare data
- compile statistics
- compute data
- conceptualize
- confront others
- construct buildings
- consult w/ others
- contact others
- control costs
- control people
- control situations
- converse w/ others
- coordinate activities
- copy information
- correspond w/ others
- customer service
- create
- data entry
- delegate
- detail oriented
- 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/repair
- follow directions
- follow through
- fundraising
- gather information
- gather materials
- guide/lead
- handle complaints
- handle equipment
- handle money
- help people
- identify solutions
- illustrate
- implement
- improve
- improvise
- inform people
- initiate actions
- inspect products
- install
- instruct
- interpret data
- interview people
- inventory
- investigate
- lead people
- 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
- perceive needs
- persuade others
- plan
- prepare materials
- precision work
- process information
- process materials
- program
- promote
- public relations
- recommend
- recruit people
- reduce costs
- refer people
- rehabilitate people
- remember information
Transferable Skills Checklist

- report information
- research
- resolve problems
- responsible
- retrieve information
- review
- schedule
- sell
- set goals/objectives
- signal
- solve problems
- speak in public
- supervise
- support
- survey
- tabulate
- take instructions
- technical writing
- think ahead
- think logically
- track
- tracking information
- train/teach
- translate
- travel
- troubleshoot
- type
- understand
- unite people
- update information
- upgrade
- use hand/eye coord.
- use words correctly
- verify
- visit
- visualize
- volunteer
- work quickly
- write procedures
- write promo material
- write proposals
- write reports

Once you have identified your transferable skills, you can develop them into transferable skills statements that you can use in an interview to show employers that you meet the qualifications of the job. A transferable skills 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 for which you are applying. Review the examples below and then get started developing your own transferable skills statements.

Transferable 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 at the same time, I could be a good account clerk for you.”

Transferable skill statement 2 Organize tasks: “I am a well-organized person.”

Example: “At my last job I received assignments from multiple people. I had to organize my time and set priorities to get the job done to everyone’s satisfaction.”

Connection: “If I could handle that confusion, I’m sure I’ll be able to deal with the organizational demands of this job.”

Transferable 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 can learn quickly, train new workers, and help others.”

Skill: 

Statement: 

Example: 

Connection: 