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TRANSFERABLE SKILLS

Identifying your transferable skills is crucial for any job search or career-related decision.

* Read through this list and circle the skills you have used in previous jobs or volunteer activities.
* Review the skills you have circled and make a list of the skills you enjoy using.
* Use this list to find a job that requires a similar set of skills and emphasize these skills on your resume.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Acting | Adapting | Administrating | Advising | Analyzing |
| Arbitrating | Arranging | Assembling | Assessing | Auditing |
| Budgeting | Building | Calculating | Classifying | Coaching |
| Collecting | Communicating | Compiling | Composing | Computing |
| Conceptualizing | Conducting | Conserving | Constructing | Coordinating |
| Counseling | Creating | Deciding | Defining | Delivering |
| Designing | Detecting | Developing | Devising | Diagnosing |
| Digging | Directing | Discovering | Distributing | Drawing |
| Driving | Editing | Empathizing | Enforcing | Establishing |
| Estimating | Evaluating | Examining | Expanding | Experimenting |
| Explaining | Extracting | Filing | Fixing | Formulating |
| Founding | Generating | Guiding | Handling | Helping |
| Identifying | Illustrating | Imagining | Improving | Improvising |
| Influencing | Informing | Initiating | Innovating | Inspecting |
| Inspiring | Installing | Instructing | Integrating | Interpreting |
| Interviewing | Inventing | Investigating | Judging | Leading |
| Lecturing | Lifting | Listening | Maintaining | Making |
| Managing | Mediating | Memorizing | Mentoring | Modeling |
| Monitoring | Motivating | Navigating | Negotiating | Observing |
| Operating | Ordering | Organizing | Originating | Overseeing |
| Painting | Performing | Persuading | Photographing | Piloting |
| Planning | Predicting | Preparing | Prescribing | Presenting |
| Printing | Problem solving | Producing | Programming | Promoting |
| Proofreading | Protecting | Providing | Publicizing | Purchasing |
| Questioning | Raising | Reasoning | Recommending | Reconciling |
| Recording | Recruiting | Reducing | Referring | Rehabilitating |
| Relating | Repairing | Reporting | Representing | Researching |
| Resolving | Restoring | Retrieving | Scheduling | Selecting |
| Selling | Separating | Serving | Setting up | Sewing |
| Shaping | Showing | Singing | Sketching | Solving |
| Sorting | Speaking | Studying | Summarizing | Supervising |
| Supplying | Systematizing | Taking orders | Teaching | Team-building |
| Tending | Testing | Training | Transcribing | Translating |
| Traveling | Treating | Troubleshooting | Tutoring | Typing |
| Uniting | Upgrading | Utilizing | Washing | Writing |

\*Adapted from *The Job-Hunter’s Survival Guide* by Richard Bolles