

Job Search

Transferable Skills Worksheet

This worksheet helps you identify three areas of skills: skills with people, skills with data, and skills with things. In each area you'll find a list of skills and an example of each skill. Read the list of skills and put a check next to the skills that you use. This can help you outline many of your transferable skills.

Skills with people MENTORING

Example: Counsel individuals who are in debt. Provide financial information and advice involving financial problems.

 NEGOTIATING

Example: Contract with farmers to raise or purchase fruit or vegetable crops.

 COMMUNICATING

Example: Report results of an organizational survey to department heads.

 INSTRUCTING

Example: Lecture, demonstrate, and use teaching aids to present subject matter to class.

 SUPERVISING

Example: Assign duties to typists. Examine typed material for accuracy and neatness.

 DIVERTING

Example: Portray role in dramatic production to entertain audience.

 PERSUADING

Example: Sell services of accounting firms to management officials.

 SPEAKING

Example: Explain hunting and fishing laws to sporting groups.

 SERVING

Example: Attend to the needs or requests of people or animals.

 HELPING

Example: Respond to the work assignment instructions or orders of a supervisor.

Skills with data SYNTHESIZING

Example: Create editorial policies of newspapers. Initiate plans for special features or projects.

 COORDINATING

Example: Plan an advertising campaign to promote sales of merchandise.

 ANALYZING

Example: Observe and listen to engine to diagnose cause of engine malfunction.

 COMPILING

Example: Catalog library materials, such as books, films, and magazines, according to subject.

COMPUTING

Example: Calculate daily wages of miners from production records.

COPYING

Example: Enter data from production records into computer database.

COMPARING

Example: Sort and stack hats according to color, size, and style specified.

Skills with things

SETTING UP

Example: Position, align, and secure holding fixtures, guides, and stops on welding machines.

PRECISION WORKING

Example: Draft drawings for use by building contractors and craft workers.

OPERATING/CONTROLLING

Example: Fire furnace or kiln, observe gauges, and adjust controls to maintain temperature.

DRIVING/OPERATING

Example: Push levers and pedals to move machine. Lower and position dipper into material. Lift, swing, and dump contents of dipper into a truck, car, or onto a conveyor.

MANIPULATING

Example: Shape knitted garments after cleaning by stretching them back to original size.

TENDING

Example: Feed metal pieces into machine hopper. Make sure machine does not run out.

FEEDING OFFBEARING

Example: Pick up handfuls of CDs from conveyor and pack them into boxes.

HANDLING

Example: Mop, sweep, and dust halls and corridors.