

TRANSFERABLE SKILLS

Transferable skills are skills that are used in one job and can also be applied to another. The following are examples of common transferable skills. Give specific examples of how you have used these skills. Consider how you have used them in previous jobs, volunteer work, hobbies, school, and more. Be Specific - how, where, and why did you develop that skill, and mention results.

PEOPLE SKILLS

People skills refer to how one interacts with others. If you have good people skills, you are able to communicate well with others. Give examples of how you have used people skills in the past:

LEADERSHIP SKILLS

Leadership skills involve taking the lead on a task or managing people or things. Give examples of how you have used leadership skills in the past:

TECHNICAL SKILLS

People gain technical skills by working with specific tools, software, or machinery. For example, if you worked with Microsoft Office in a past job or at school, you have gained a technical skill. Give examples of how you have used technical skills in the past:

PROBLEM-SOLVING SKILLS

Problem-solving involves recognizing a problem and finding a solution. Give examples of how you have used problem-solving skills in the past:

SKILLS & STRENGTHS CHECKLIST

Transferable skills are skills that are used in one job and can also be applied to another. Strengths are the things that you do well. It is important to discuss your skills and strengths in job interviews so you can stand out from other applicants. Check all the skills and strengths you think apply to you.

TRANSFERABLE SKILLS

- Dealing with Data
- Keeping Financial Records
- Managing Money
- Supervising Others
- Ability to Plan
- Operating Tools and Machinery
- Assembling or Making Things
- Analyzing Information
- Taking Inventory
- Public Speaking
- Negotiating
- Counseling People
- Writing
- Research
- Creating New Ideas
- Mediating Conflict
- Directing Projects
- Solving Problems
- Drawing, Sketching, Rendering
- Performing, Acting

STRENGTHS

- Communication
- Empathetic
- Disciplined
- Focused
- Responsible
- Problem Solving
- Analytical
- Strategic
- Learning
- Self-Assured
- Self-Reliant
- Self-Disciplined
- Persistent
- Resilient
- Persuasive
- Integrity
- Energetic
- Initiative
- Connectedness
- Competitive

ADD

Other skills that you think are important

ADD

Other strengths that you think are important

LIKES & DISLIKES

Describe your present lifestyle. What are your hobbies? What do you do when you are not working or in school?

What part(s) of your life do you enjoy the most? Time with your family? Learning new things? Hanging out with friends? Other?

What part(s) of your life do you dislike? Do you expect this to change soon?

What was the worst job you ever had and why?

What did you like and dislike about your most recent job?
(use the section below)

THREE LIKES

1. _____
2. _____
3. _____

THREE DISLIKES

1. _____
2. _____
3. _____