

Transferable Skills

Knowing yourself, your transferable skills and being able to market them to employers can give you an edge in your internship and job search. These are skills you've gained through various experiences that can transfer from one job/experience to another. They can be learned at home, through coursework, volunteer work, leisure activities, internships, or part- and full-time jobs; but they are important and necessary for success in other types of work. There are literally hundreds of transferable job skills. Here are some categories with skill samples meant to help you identify your skills. You should also describe past experiences of using your skills to a future employer during an interview or on a resume.

<p>Job/Technical Skills</p> <ul style="list-style-type: none"> • Repair • Programming • Typing • Machinery/electronics • Tools • Driving • Telephone courtesy 	<p>Data</p> <ul style="list-style-type: none"> • Research • Investigation • Analysis • Organization • Forecasting • Problem solving • Assessment 	<p>Creative</p> <ul style="list-style-type: none"> • Visualize • Design • Illustrate • Appreciate • Present • Entertain
<p>Computer</p> <ul style="list-style-type: none"> • Software • Hardware • Multimedia • Internet/web development • Project management • Troubleshooting • Prioritization 	<p>Leadership</p> <ul style="list-style-type: none"> • Motivation • Decision making • Instruction • Mediation • Respectful delegation • Coaching • Persuasion • Flexibility • Tolerate stress/risk 	<p>Financial</p> <ul style="list-style-type: none"> • Budgeting • Accuracy • Fund-raising • Resourceful • Estimating • Evaluating • Audit/monitoring
<p>Self-Management</p> <ul style="list-style-type: none"> • Follow instructions • Responsible • Sense of humor • Detail oriented • Dependable • Career oriented • Ethical • Meet goals/deadlines 	<p>People</p> <ul style="list-style-type: none"> • Teamwork • Respectful • Trustworthy • Supportive • Counseling • Sensitive • Perceptive • Encouraging 	<p>Communications</p> <ul style="list-style-type: none"> • Listening • Speaking • Interpreting • Corresponding • Facilitating groups • Persuading • Reporting • Editing • Languages



Career Development Center

113 Stratton Administration Center

610-683-4067 careerhelp@kutztown.edu www.kutztown.edu/careercenter