

TRANSFERABLE SKILLS INVENTORY

Read through the lists below and circle the skills that you utilized in the accomplishments you just identified on the Accomplishments Worksheet. Keep this list of the variety of skills you possess. Then select which of these skills to highlight for a given job search target.

Communicating

Corresponding
Writing
Editing
Facilitating
Interviewing
Listening
Managing conflict
Mediating
Negotiating
Presenting ideas
Public speaking
Relating to customers
Persuading

Coordinating

Cataloging
Correcting
Following up

Recording
Reporting
Scheduling
Distributing
Systematizing
Arranging

Developing People

Assessing performance
Building teams
Coaching
Collaborating
Counseling
Developing
Establishing relationships
Helping
Motivating
Teaching
Training

Financial Skills

Analyzing
Appraising
Assessing
Auditing
Budgeting
Calculating
Estimating
Forecasting
Measuring

Reconciling

Valuing

Managing/Directing

Approving

Delegating

Developing procedures

Directing

Formulating

Implementing

Instructing

Making decisions

Managing projects

Revitalizing

Facilitating

Marketing/Selling

Advertising

Analyzing markets

Designing

Developing

Initiating

Managing

Marketing

Pitching/Proposing

Pricing

Promoting

Revitalizing

Selling

Organizing

Administering

Assigning

Categorizing

Developing work plans

Projecting

Restructuring

Setting priorities

Planning

Analyzing

Conceptualizing

Designing

Developing strategy

Developing policy

Reviewing

Surveying

Researching

Analyzing

Collecting

Comparing

Determining

Diagnosing

Exploring

Formulating

Gathering

Interpreting

Investigating

Measuring

Organizing

Surveying

Reviewing

Technical Skills

Designing

Developing

Engineering

Inventing

Manufacturing

Programming

Tooling