

# TRANSFERABLE SKILLS CHECKLIST

Check off those skills you already have...  
Use these to help build your resume.

- **Interpersonal Skills**  
able to interact successfully with a wide range of people; knows how to interpret and use body language
- **Oral Communication Skills**  
presents information and ideas clearly and concisely, with content and style appropriate for the audience (whether one-to-one or in a group); presents opinions and ideas in an open, objective way
- **Public Speaking Skills**  
able to make formal presentations; presents ideas, positions and problems in an interesting way
- **Counseling Skills**  
responds to what others have said in a non-judgmental way ("active listening"); builds trust and openness with others
- **Coaching/Mentoring Skills**  
gives feedback in a constructive way; helps others to increase their knowledge or skills
- **Teaching/Training Skills**  
able to help others gain knowledge and skills; able to create an effective learning environment
- **Supervising Skills**  
delegates responsibilities and establishes an appropriate system of accountability; able to monitor progress and assess the quality of job performance of others
- **Leadership Skills**  
motivates & empowers others to act; inspires trust & respect in others
- **Persuading Skills**  
communicates effectively to justify a position or influence a decision; able to sell products or promote ideas
- **Negotiating Skills**  
able to negotiate skillfully; knows how & when to make compromises
- **Mediation Skills**  
able to resolve conflicts that stems from different perspectives or interests; able to deal with conflict in an open, honest and positive way
- **Interviewing Skills**  
asks and responds to questions effectively; able to make others feel relaxed and to create a feeling of trust
- **Customer Service Skills**  
able to build a relationship of mutual trust with clients; able to handle complaints and concerns in a sensitive way
- **Care-Giving Skills**  
able to empathize with others; able to give sensitive care to people who are sick or elderly or who have severe disabilities
- **Analytical / Logical Thinking Skills**  
able to draw specific conclusions from a set of general observations or from a set of specific facts; able to synthesize information and ideas
- **Critical Thinking Skills**  
able to review different points of view or ideas and make objective judgments; investigates all possible solutions to a problem, weighing the pros and cons
- **Creative Thinking Skills**  
able to generate new ideas, invent new things, create new images or designs; find new solutions to problems; able to use wit and humor effectively
- **Problem-Solving Skills**  
able to clarify the nature of a problem, evaluate alternatives, propose viable solutions and determine the outcome of the various options
- **Decision-Making Skills**  
able to identify all possible options, weigh the pros and cons, assess feasibility and choose the most viable option
- **Planning Skills**  
able to plan projects, events and programs; able to establish objectives and needs, evaluates options, chooses best option
- **Organizational Skills**  
able to organize information, people or things in a systematic way; able to establish priorities and meet deadlines
- **Advanced Writing Skills**  
able to select, interpret, organize and synthesize key ideas; able to edit a written text to ensure that the message is as clear, concise and accurate as possible
- **Research Skills**  
knows how to find and collect relevant background information; able to analyze data, summarize findings and write a report
- **Financial Skills**  
able to keep accurate financial records; able to manage a budget (that is, preparing sound budgets and monitoring expenses)
- **Language Skills**  
functionally bilingual; able to translate and/or interpret in a given language
- **Advanced Computer Skills**  
able to use a variety of software programs; knowledge about desktop publishing or web design
- **Technological Skills**  
understands technical systems and operates effectively within them; understands technical specifications; reads technical manuals with ease
- **Performing Skills**  
able to make presentations for video or television in an interesting way; able to entertain, amuse and inspire an audience
- **Artistic Skills**  
uses color and design creatively; able to design displays and publicity material (print, video, Internet)
- **Perceptual Skills**  
able to visualize new formats and shapes; able to estimate physical space
- **Mechanical Skills**  
able to install, operate and monitor the performance of equipment and mechanical devices; able to repair mechanical devices
- **Adaptability Skills**  
capacity to adapt to new situations and settings and to tolerate change well; flexibility to adapt to the needs of the moment
- **Administrative / Clerical Skills**  
able to operate computers and other basic office equipment; able to design and maintain filing and control systems