T R A N S F E R A B L E   S K I L L S :   Y O U R   R E S U M E ' S   B E S T   F R I E N D

Transferable skills are the abilities and characteristics that can be applied to different types of jobs. Highlighting transferable skills is <u>especially important</u> when you have limited work experience.

Below is a list of qualities followed by the associated transferable skills appropriate for a resume.

Hard Skills

1. Computer Wizard = **COMPUTER PROFICIENT**
2. Typing really quickly = **DATA ENTRY OR TYPING**
3. Collecting information for projects = **RESEARCHING**
4. Presenting in front of groups = **PRESENTATIONS or PUBLIC SPEAKING**
5. Making videos for class assignments = **VIDEOGRAPHY or CREATIVITY**
6. Organizing groups or events = **EVENT PLANNING**
7. Taking detailed notes = **TRANSCRIPTION**
8. Great at drawing / painting / creating = **ARTISTIC**
9. Speaks multiple languages = **FLUENT IN …**
10. Likes to build things = **CONSTRUCTION or FABRICATION**
11. Operates tools / works on cars = **MECHANICALLY INCLINED or PROFICIENT IN…**
12. Enjoys giving people service or experience = **CUSTOMER SERVICE ORIENTED**

Softs Skills

1. Funny / Lights up the room = **CHARASMATIC**
2. Friendly = **PERSONABLE**
3. Gives good advice = **TRUSTWORTHY or THOUGHTFUL**
4. Always finding yourself in charge = **LEADERSHIP CAPACITY**
5. Goes with the flow = **ADAPTABLE or FLEXIBLE**
6. Thinks through details before making decisions= **ANALYTICAL**
7. High energy = **ENERGETIC or DRIVE**
8. Can zero in on the small things of a project = **DETAIL ORIENTED**
9. Follows the rules = **FOLLOWS PROTOCOL or TAKES DIRECTION**
10. Easily talks with peers and adults = **COMMUNICATES WELL AT ALL LEVELS**
11. Always follows through on plans = **DEPENDABLE**
12. Enjoys listening to others = A**TTENTIVE**
13. Always arrives on time = **STRONG TIME MANAGEMENT**
14. Good at a lot of different types of things = **VERSATILE**
15. Consistently tries to do your best = **HARD WORKER or COMMITTED**
16. Often comes up with solutions that are different than others = **INNOVATIVE**