

TRANSFERABLE/SOFT SKILLS

Adapted from quintcareers.com

Transferable skills are skills earned in most jobs, internships or volunteer settings that are valuable in any workplace. It is especially important to mention the transferable skills you demonstrated or earned when applying to jobs that are seemingly unrelated to your previous experience. Also pay attention to job descriptions – if the employer mentions these skills and you have demonstrated them, include them in your resume.

Researching and Planning Skills: the search for specific knowledge and ability to conceptualize future needs and solutions for meeting those needs

- Creating ideas
- Identifying and solving problems
- Imagining alternatives
- Forecasting
- Attending to detail
- Identifying resources
- Gathering information
- Setting goals
- Defining and analyzing needs

Organization, Management, and Leadership Skills: the ability to supervise, direct and guide individuals and groups in completing tasks and fulfilling goals

- Initiating new ideas
- Setting and meeting goals/deadlines
- Handling details
- Coordinating tasks
- Managing groups
- Delegating responsibilities
- Teaching/coaching and counseling
- Promoting change
- Selling ideas or products
- Decision making with others
- Managing conflict
- Planning events
- Enforcing policies
- Budgeting

Avoid making bullet points sound like they were taken directly from your job description. They should be packed full of specific examples and evidence that you went above and beyond in the workplace. For example:

Interpersonal Skills: the use of interpersonal skills for resolving conflict, relating to and helping people

- Developing rapport
- Being sensitive
- Listening
- Conveying feelings
- Providing support for others
- Motivating
- Sharing credit
- Counseling/mentoring
- Cooperating
- Delegating with respect
- Representing others
- Perceiving feelings, situations
- Asserting
- Team playing

Communication Skills: the skillful expression, transmission and interpretation of knowledge and ideas

- Speaking effectively
- Writing concisely
- Listening attentively
- Expressing ideas
- Facilitating group discussions
- Providing appropriate feedback
- Negotiating and persuading
- Perceiving nonverbal messages
- Reporting information
- Describing feelings
- Interviewing
- Editing

BEFORE: Duties

Tutored children

Planned and executed lessons

Led presentations

AFTER: Accomplishments focused

Demonstrated patience and active listening skills in tutoring two middle school children in English and math

Planned and executed 4 original lessons on grammar and thematic elements of Shakespeare's sonnets for 30 diverse high school students varying in socioeconomic backgrounds

Delivered presentation on semester research to faculty and classmates; professor described project as "innovative and enlightening"