

# Transferable Skills for Your Resume and Cover Letter

Doing a good job of marketing your job skills within your resume and cover letter can increase the likelihood of obtaining an interview or job offer. Job skills can be organized into various categories or skill sets that can be used to demonstrate how skills that have been learned and applied in one job situation can be transferred and applied to a similar or new job or career.

Below is a list of five broad skill areas, which are divided into more specific job skills:

## Communication:

- Speaking effectively
- Expressing ideas
- Negotiating
- Providing feedback
- Writing concisely
- Persuading
- Interviewing
- Listening attentively
- Editing
- Facilitating discussion
- Describing feelings
- Reporting information
- Presenting information

## Research and Planning:

- Forecasting, predicting
- Designing
- Analyzing
- Extracting important information
- Creating ideas
- Identifying resources
- Prioritizing
- Brainstorming alternatives
- Identifying problems
- Gathering information
- Setting goals
- Developing evaluation strategies
- Solving problems
- Defining needs
- Concluding

## Human Relations:

- Developing rapport
- Listening
- Motivating
- Entertaining
- Counseling
- Working on a team
- Providing support
- Delegating
- Representing others
- Teaching
- Perceiving feelings
- Conveying feelings
- Asserting
- Cooperating
- Supervising
- Training
- Selling/Marketing
- Mediating
- Negotiating
- Translating

## Organization, Management, and Leadership:

- Initiating new ideas
- Handling details
- Coaching
- Diagnosing
- Holding others accountable
- Coordinating tasks
- Counseling
- Decision making
- Troubleshooting
- Delegating responsibility
- Managing groups
- Teaching
- Promoting change
- Leadership
- Analyzing
- Prioritizing
- Managing conflict
- Team Building

## General Work:

- Implementing decisions
- Being punctual
- Meeting goals
- Maintaining equipment
- Troubleshooting
- Gathering data
- Setting and meeting deadlines
- Cooperating
- Managing time
- Enlisting help
- Making decisions
- Researching
- Data Entry
- Enforcing policies
- Attending to detail
- Desktop publishing
- Sketching/Drawing
- Budgeting/Accounting
- Data Management
- Calculating
- Organizing
- Keyboarding
- Assembling
- Repairing
- Accountability