

Transferable Skills for Your Resume and Cover Letter

In addition to your technical skills, today's employers are also seeking team members with valuable work skills commonly called "transferable skills." These flexible skills are useful in ALL careers, roles, and industries, regardless of where you acquired them. While many job skills are specific to certain professions, transferable skills are valuable because they remain relevant even in a new or unfamiliar position.

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

Communication:

- Speaking effectively
- Expressing ideas
- Negotiating
- Providing feedback
- Writing concisely
- Persuading
- Interviewing
- Public Speaking
- Active Listening
- Editing
- Facilitating discussion
- Social Media Savvy
- Describing feelings
- Reporting information
- Presentation skills
- Languages

Critical Thinking & Problem Solving:

- Forecasting, predicting
- Designing
- Analyzing information
- Extracting information
- Setting timelines
- Creating ideas
- Identifying resources
- Prioritizing
- Imagining alternatives
- Defining objectives
- Identifying problems
- Gathering information
- Setting goals
- Developing evaluation strategies
- Executing strategy
- Solving problems
- Defining needs
- Drawing conclusions
- Brainstorming

Human Relations:

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

Organization, Management, and Leadership:

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

General Work:

- Taking action
- Being punctual
- Meeting goals
- Maintaining equipment
- Troubleshooting
- Gathering data
- Setting and meeting deadlines
- Cooperating
- Time Management
- Enlisting help
- Making decisions
- Researching
- Data Entry
- Workplace Safety
- Enforcing policies
- Attention to detail
- Desktop publishing
- Sketching/Drawing
- Budgeting/Accounting
- Data Management
- Continuous Learning
- Calculating
- Organizing
- Keyboarding
- Assembling
- Repairing
- Accountability
- Upskilling

Digital Literacy & Technical Proficiency:

- MS Office Suite
- Social Media Marketing
- CRM
- MS Excel
- Virtual Meeting Tools
- ERP
- Adobe Creative Suite
- AutoCAD
- Digital Literacy
- AI Tools
- Programming Languages
- Keyboarding