

Transferable Skills - "I Can..."

Transferable skills are skills you have used in the past that may relate to future jobs. Your transferable skills are skills you used in the past related to working with people, things or ideas and information. Many times they are also related to your personal skills. For example, if you are an organized individual in your personal life chances are you are organized on your job as well.

Look at the following list of skills and mark the ones that you have used. It does not matter if you used the skill on a job, at home, or during a hobby.

I can...

- | | | | |
|-------------------------------------------|--------------------------------------|----------------------------------------|---------------------------------------|
| <input type="checkbox"/> Administer | <input type="checkbox"/> Enforce | <input type="checkbox"/> Market | <input type="checkbox"/> Protect |
| <input type="checkbox"/> Advise | <input type="checkbox"/> Establish | <input type="checkbox"/> Mediate | <input type="checkbox"/> Public speak |
| <input type="checkbox"/> Assemble | <input type="checkbox"/> Estimate | <input type="checkbox"/> Model | <input type="checkbox"/> Purchase |
| <input type="checkbox"/> Arrange | <input type="checkbox"/> Evaluate | <input type="checkbox"/> Monitor | <input type="checkbox"/> Raise |
| <input type="checkbox"/> Build | <input type="checkbox"/> Explain | <input type="checkbox"/> Motivate | <input type="checkbox"/> Reason |
| <input type="checkbox"/> Budget | <input type="checkbox"/> File | <input type="checkbox"/> Multi-task | <input type="checkbox"/> Reconcile |
| <input type="checkbox"/> Calculate | <input type="checkbox"/> Gather | <input type="checkbox"/> Navigate | <input type="checkbox"/> Record |
| <input type="checkbox"/> Care for | <input type="checkbox"/> Generate | <input type="checkbox"/> Negotiate | <input type="checkbox"/> Recruit |
| <input type="checkbox"/> Coach | <input type="checkbox"/> Guide | <input type="checkbox"/> Network | <input type="checkbox"/> Relate |
| <input type="checkbox"/> Communicate | <input type="checkbox"/> Identify | <input type="checkbox"/> Number | <input type="checkbox"/> Repair |
| <input type="checkbox"/> Compare | <input type="checkbox"/> Illustrate | <input type="checkbox"/> Observe | <input type="checkbox"/> Represent |
| <input type="checkbox"/> Compute | <input type="checkbox"/> Implement | <input type="checkbox"/> Order | <input type="checkbox"/> Research |
| <input type="checkbox"/> Confront | <input type="checkbox"/> Improvise | <input type="checkbox"/> Organize | <input type="checkbox"/> Review |
| <input type="checkbox"/> Construct | <input type="checkbox"/> Influence | <input type="checkbox"/> Oversee | <input type="checkbox"/> Schedule |
| <input type="checkbox"/> Consult | <input type="checkbox"/> Initiate | <input type="checkbox"/> Paint | <input type="checkbox"/> Select |
| <input type="checkbox"/> Coordinate | <input type="checkbox"/> Inspect | <input type="checkbox"/> Perform | <input type="checkbox"/> Sell |
| <input type="checkbox"/> Customer service | <input type="checkbox"/> Interview | <input type="checkbox"/> Persuade | <input type="checkbox"/> Serve |
| <input type="checkbox"/> Decide | <input type="checkbox"/> Invent | <input type="checkbox"/> Photograph | <input type="checkbox"/> Sketch |
| <input type="checkbox"/> Define | <input type="checkbox"/> Inventory | <input type="checkbox"/> Plan | <input type="checkbox"/> Solve |
| <input type="checkbox"/> Demonstrate | <input type="checkbox"/> Investigate | <input type="checkbox"/> Predict | <input type="checkbox"/> Summarize |
| <input type="checkbox"/> Develop | <input type="checkbox"/> Label | <input type="checkbox"/> Prepare | <input type="checkbox"/> Supervise |
| <input type="checkbox"/> Diagnose | <input type="checkbox"/> Lead | <input type="checkbox"/> Present | <input type="checkbox"/> Teach |
| <input type="checkbox"/> Direct | <input type="checkbox"/> Lift | <input type="checkbox"/> Problem solve | <input type="checkbox"/> Train |
| <input type="checkbox"/> Discover | <input type="checkbox"/> Listen | <input type="checkbox"/> Produce | <input type="checkbox"/> Troubleshoot |
| <input type="checkbox"/> Drive | <input type="checkbox"/> Load | <input type="checkbox"/> Program | <input type="checkbox"/> Type |
| <input type="checkbox"/> Edit | <input type="checkbox"/> Manage | <input type="checkbox"/> Promote | <input type="checkbox"/> Write |
| <input type="checkbox"/> Eliminate | <input type="checkbox"/> Manipulate | <input type="checkbox"/> Proof read | |