Identifying Your Transferable Skills

Employers ranked the following skills as the top skills they seek in candidates:

- Ability to verbally communicate with persons inside and outside the organization
- Ability to work in a team structure
- Ability to make decisions and solve problems
- Ability to plan, organize, and prioritize work
- Ability to obtain and process information
- Ability to analyze quantitative data
- Ability to create and/or edit written reports
- Ability to sell or influence others

Reflect on your past roles and international experiences and identify transferable skills that you used or developed. Draw upon your study abroad experiences, coursework, student organization involvement, internships, professional experiences, and volunteer work. Use the list of skills above and on the back to help you take inventory of your transferable skills.

<table>
<thead>
<tr>
<th>Experience</th>
<th>Transferable Skills Used/Developed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Transferable Skills

**Communication Skills**
- Verbal Communication
- Body Language
- Physical Communication
- Writing
- Storytelling
- Visual Communication
- Humor
- Quick-wittedness
- Listening
- Presentation Skills
- Public Speaking
- Interviewing

**Leadership**
- Team Building
- Strategic Planning
- Coaching
- Mentoring
- Delegation
- Dispute Resolution
- Diplomacy
- Giving Feedback
- Managing Difficult Conversations
- Decision Making
- Performance Management
- Supervising
- Managing
- Manager Management
- Talent Management
- Managing Remote Teams
- Managing Virtual Teams
- Crisis Management

**Influencing**
- Facilitation
- Selling
- Inspiring
- Persuasion
- Negotiation
- Motivating
- Collaborating

**Interpersonal Skills**
- Networking
- Interpersonal Relationships
- Dealing with Difficult People
- Conflict Resolution
- Personal Branding
- Office Politics

**Personal Skills**
- Emotional Intelligence
- Self-Awareness
- Emotion Management
- Stress Management
- Tolerance of Change and Uncertainty
- Taking Criticism
- Self Confidence
- Adaptability
- Resilience
- Assertiveness
- Competitiveness
- Self-Leadership
- Self-Assessment
- Work-Life Balance
- Friendliness
- Enthusiasm
- Empathy

**Creativity**
- Problem Solving
- Critical Thinking
- Innovation
- Troubleshooting
- Design Sense
- Artistic Sense

**Professional Skills**
- Organization
- Planning
- Scheduling
- Time Management
- Meeting Management
- Technology Savvy
- Technology Trend Awareness
- Business Trend Awareness
- Research
- Business Etiquette
- Business Ethics
- Diversity Awareness
- Disability Awareness
- Intercultural Competence
- Training
- Train the Trainer
- Process Improvement
- Knowledge Management
- Writing Reports and Proposals
- Customer Service
- Entrepreneurial Thinking

Adapted from [http://training.simplicable.com/training/new/87-soft-skills](http://training.simplicable.com/training/new/87-soft-skills)