

# 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.

Experience	Transferable Skills Used/Developed

# 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