



# TRANSFERABLE SKILLS

## For Liberal Arts Students

Through your various work, volunteer, classroom, and extracurricular experiences, you have amassed a number of transferable skills that provide you the ability to be successful in other pursuits. Transferable skills are the foundation of how you market yourself for other opportunities. Indeed, applications are less about what experiences you have had and more about the skills you have gained through those experiences and how you will apply them.

Transferable skills can be labeled as “soft” or “hard.” Soft skills are those that depend on interpersonal interactions and emotional intelligence, such as communication, adaptability, or problem solving. Hard skills are technical, industry-specific skills such as C++, lab equipment, operation, or grant writing.

### INSTRUCTIONS:

This worksheet is designed to help or assist you determine the transferable skills you know you have and identify the skills you want to develop. 1) Make a check next to the skills you know you’ve gained through your past experiences. 2) Then, using the blank space below, make notes about where you acquired those skills. This can be helpful when writing or revising your résumé and cover letters. When you’re done, take a look at the boxes that are unchecked. These are skills you may want to focus on to develop for your future endeavors.

<b>Critical Thinking Skills</b>	<b>Leadership &amp; Administration Skills</b>	<b>Decision-Making &amp; Assessing Value Skills</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify the primary issues for making a decision or solving a problem quickly and accurately</li> <li><input type="checkbox"/> Define the parameters of a problem</li> <li><input type="checkbox"/> Find and identify a principle that explains experiences or factual data</li> <li><input type="checkbox"/> Take premises and reasoning to a logical conclusion</li> <li><input type="checkbox"/> Adapt concepts and behaviors to changing conventions and norms</li> <li><input type="checkbox"/> Create innovative solutions to complex problems</li> <li><input type="checkbox"/> Analyze interrelationships of events and ideas from several perspectives</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Analyze tasks and set priorities</li> <li><input type="checkbox"/> Include others who will contribute to the solution of a problem or task</li> <li><input type="checkbox"/> Identify resources and materials useful in the solution of a problem</li> <li><input type="checkbox"/> Delegate responsibility for the completion of a task</li> <li><input type="checkbox"/> Motivate and lead others</li> <li><input type="checkbox"/> Organize people and tasks to achieve specific goals</li> <li><input type="checkbox"/> Lead groups of diverse people</li> <li><input type="checkbox"/> Create environments for fostering growth</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Make decisions that will maximize both individual and collective good</li> <li><input type="checkbox"/> Assess a course of action in terms of long range effects</li> <li><input type="checkbox"/> Appreciate the contributions of art, music, literature and science to contemporary society</li> <li><input type="checkbox"/> Identify one’s own values</li> <li><input type="checkbox"/> Assess one’s values in relation to important life decisions</li> <li><input type="checkbox"/> Recognize when to stop a project due to diminishing returns</li> </ul>

**How and when did you develop these skills?**

<p><b>Research &amp; Investigation Skills</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify problems and needs</li> <li><input type="checkbox"/> Use a variety of sources for information and evaluate validity of sources</li> <li><input type="checkbox"/> Design an experiment, plan or model to define a problem</li> <li><input type="checkbox"/> Apply a variety of methods to test validity of data</li> <li><input type="checkbox"/> Formulate questions relevant for clarification</li> </ul>	<p><b>Design &amp; Planning Skills</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assess needs</li> <li><input type="checkbox"/> Identify alternatives</li> <li><input type="checkbox"/> Set goals and prioritize</li> <li><input type="checkbox"/> Follow through</li> <li><input type="checkbox"/> Predict future patterns</li> <li><input type="checkbox"/> Accommodate multiple demands for time, energy and resources</li> </ul>	<p><b>Information Management Skills</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sort data and objects</li> <li><input type="checkbox"/> Compile and rank information</li> <li><input type="checkbox"/> Apply information creatively</li> <li><input type="checkbox"/> Synthesize facts, concepts and principles</li> <li><input type="checkbox"/> Understand and use organizing principles</li> <li><input type="checkbox"/> Evaluate information against appropriate standards</li> </ul>
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<p><b>Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Keep group on track toward a common goal</li> <li><input type="checkbox"/> Maintain group cooperation and support</li> <li><input type="checkbox"/> Interact effectively with peers, supervisors and supervisees</li> <li><input type="checkbox"/> Express feelings appropriately</li> <li><input type="checkbox"/> Respect the feelings of others</li> <li><input type="checkbox"/> Make a commitment to others and follow through</li> <li><input type="checkbox"/> Take appropriate risks</li> <li><input type="checkbox"/> Teach a skill, concept or principle to others</li> <li><input type="checkbox"/> Analyze behavior of self and others in group situations</li> <li><input type="checkbox"/> Demonstrate effective behavior in multiple situations</li> <li><input type="checkbox"/> Display appreciation for diversity</li> </ul>	<p><b>Communication Skills</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Listen with objectivity</li> <li><input type="checkbox"/> Paraphrase content</li> <li><input type="checkbox"/> Use various forms and styles of written communication</li> <li><input type="checkbox"/> Speak effectively to individuals and groups</li> <li><input type="checkbox"/> Use a variety of media formats to present information</li> <li><input type="checkbox"/> Express needs, wants, opinions and preferences without violating the rights of others</li> <li><input type="checkbox"/> Identify and communicate value judgments effectively</li> <li><input type="checkbox"/> Describe objects or events neutrally and factually</li> <li><input type="checkbox"/> Convey a positive outlook to others</li> <li><input type="checkbox"/> Communicate a multicultural understanding</li> </ul>	<p><b>Personal Skills</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify strengths and weaknesses</li> <li><input type="checkbox"/> Analyze and learn from experience</li> <li><input type="checkbox"/> Transfer skills developed in one environment to other</li> <li><input type="checkbox"/> Match personal characteristics and skills to information about jobs and careers</li> <li><input type="checkbox"/> Develop personal growth goals that motivate action</li> <li><input type="checkbox"/> Accept and learn from criticism</li> <li><input type="checkbox"/> Generate trust and confidence in others</li> <li><input type="checkbox"/> Take risks</li> <li><input type="checkbox"/> Accept the consequences of actions</li> <li><input type="checkbox"/> Identify own cultures, beliefs and values</li> </ul>
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