



TRANSFERABLE SKILLS

Transferable skills are skills that are developed in a specific context but are "transferable" to a variety of other situations and tasks.

TRANSFERABLE SKILL CLUSTER HEADINGS

- COMMUNICATION
- HUMAN RELATION
- PROBLEM SOLVING
- CREATING
- MOTIVATING/LEADERSHIP
- ESSENTIAL WORK SKILLS I
- SUPERVISING/MANAGEMENT
- RESEARCH/QUANTITATIVE
- ORGANIZATIONAL/PLANNING
- TECHNICAL

Following each cluster heading you will find a list of words that describe transferable skills. The lists are not exhaustive but give you ideas to work with on your resume. Most of the words are written in present tense, typically in resume writing, you will be using the past tense.

COMMUNICATION -

speak · write · listen · express · facilitate · provide feedback · negotiate · perceive · persuade · report · describe · interview · edit · articulate · sell · improvise · present · summarize

HUMAN RELATION -

help · develop · be sensitive · listen · convey · provide support · motivate · share · counsel · cooperate · delegate · perceive · assertive · mentor · deal tactfully · empathize · deal with conflict

PROBLEM SOLVING -

anticipate · determine · take control · improvise · stay calm · evaluate · mediate · reconcile · diagnose · refer

CREATING -

imagine · brainstorm · artistic · design · develop · sense · envision · perform · conceptualize · construct · draft · entertain · visualize

ESSENTIAL WORK SKILLS -

implement · cooperate · enforce · be punctual · manage · attend to detail · meet goals · enlist help · accept responsibility · set and meet deadlines · organize · decisive

SUPERVISING/MANAGEMENT -

delegate · instruct · recruit · hire · promote · mediate · troubleshoot · lead · demonstrate · supervise · advise · monitor · resolve · schedule · represent

RESEARCH/QUANTITATIVE -

forecast · predict · create · identify · imagine alternatives · be resourceful · gather · solve · interpret · evaluate · clarify · diagnose · research · set goals · extract · define · analyze · synthesize · develop · calculate · set priorities · understand



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ORGANIZATION/PLANNING -

initiate · handle · coordinate · mediate · troubleshoot · organize · develop · strategize · arrange · list · timely

MOTIVATING/LEADERSHIP -

inspire · encourage · lead · convince · persuade · hearten · instill · collaborate · guide · influence · promote · validate

TECHNICAL -

assess · compute · design · engineer · fabricate · operate · program · upgrade · solve

ACTION VERBS -

Communication Skills

addressed
arbitrated
arranged
authored
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
motivated
negotiated
persuaded
promoted
publicized
recruited
spoke
translated
wrote

Management Skills

administered
analyzed
assigned
attained
chaired
contracted
consolidated
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Detail Skills

approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
tabulated
validated

Creative Skills

acted
conceptualized
created
designed
developed
directed
established
fashioned
founded
illustrated
instituted
integrated
introduced
invented
originated
performed
planned
revitalized
shaped

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
initiated
instructed
set goals
stimulated

Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
trained
upgraded

Research Skills

clarified
collected
critiqued
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
review
summarized
surveyed
systematized

Financial Skills

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecast
managed
marketed
planned
projected
researched

Helping Skills

assessed
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
referred
rehabilitated
represented