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**TRANSFERABLE SKILLS CHECKLIST**

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| **Key Transferable Skills** Meet deadlines | Classify data | Research |
| Ability to delegate | Compare, inspect, or record facts | Create new ideas |
| Ability to plan | Count, observe, compile | Design |
| Results oriented | Research | Speak in public |
| Customer Service oriented | Detail-oriented | Edit |
| Supervise others | Take inventory | Write clearly |
| Increase sales or efficiency | **Working with People** | Prefer details |
| Accept responsibility | Patient | Understand the big picture |
| Instruct others | Care for | **Leadership** |
| Desire to learn & improve | Persuasive | Arrange social functions |
| Good time management | Confront others | Motivate people |
| Solve problems | Pleasant | Negotiate agreements |
| Manage money/ budgets | Counsel people | Decisive |
| Manage people | Sensitive | Plan |
| Meet the public | Demonstrate something | Delegate |
| Organize people | Supportive | Run meetings |
| Organize/ manage projects | diplomatic | Direct others |
| Team player | Supervise | Explain things to others |
| Written communications | Speak in public | Self-motivated |
| Work independently | Help others | Get results |
| Computer Skills | Tactful | Share leadership |
| **Other Transferable Skills** (Dealing with things) | Insightful | Think of others |
| Insightful | Direct projects |
| Use my hands | Teach | Team builder |
| Assemble or make things | Interview others | Solve problems |
| Safety conscious | Anticipate needs | Mediate problems |
| Build, observe, inspect things | High energy | Take risks |
| Construct or repair | Open minded | Empowering others |
| Off-bearing or feeding machinery | Kind | **Creative, Artistic** |
| Follow instructions | Take orders | Artistic |
| Operate tools and machinery | Listen | Music appreciation |
| Drive or operate vehicles | Serving | Dance, body movement |
| Repair things | Trust | Perform, act |
| Good with my hands | Working with others | Draw, sketch, render |
| Use complex equipment | Negotiate | Present artistic ideas |
| Use equipment | Understand | Play instruments |
| **Dealing with Data** | Adaptable | Expressive |
| Analyze data or facts | Outgoing | **Add any other Transferable Skills that you think are important** |
| Investigate | **Using Words, Ideas** |
| Audit records | Articulate | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Keep financial records | Innovative | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Locate answers or information | Communicate verbally | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Balance Money | Logical | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Calculate, compute | Remember information | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Manage money | Accurate | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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