

# TRANSFERABLE SKILLS

(TO USE IN YOUR RESUME AND DURING JOB INTERVIEWS)

## Communication Skills

Effective writing  
Effective speaking  
Listen  
Comprehend  
Translate

## Problem Solving

Critical thinking  
Goal setting  
Brainstorm  
Spatial reasoning  
Decision making  
Verbal reasoning  
Attention to detail  
Temporal reasoning  
Troubleshoot  
Evaluate  
Define

## Work Ethic

Honesty  
Integrity  
Loyalty  
Reliability  
Dedication  
Determination  
Commitment  
Perseverance  
Accountability  
Trustworthiness  
Serve others

## Interpersonal Skills

Relate to others  
Persuade  
Facilitate  
Negotiate  
Entertain  
Explain  
Socialize  
Unite

## Adaptability

Flex  
Adjust  
Amend  
Multi-task

## Initiative

Independent actions  
Drive

## Leadership / Management

Supervise  
Motivate  
Coordinate  
Vison  
Inspire  
Coach  
Direct  
Delegate  
Optimize  
Guide  
Quarterback  
Recommend  
Nurture  
Perceive  
Promote  
Support  
Track  
Equip  
Train

## Analytic Skills

Research  
Analyze  
Understand  
Synthesize

## Working with Others

Resolve conflict  
Teach  
Mentor  
Engage

## Organization

Integrate  
Merge  
Combine  
Improve  
Remove  
Align  
Administer  
Conform  
Commit  
Utilize

## Creativity

Imagination  
Anticipate  
Invent  
Build

## Time Management

Schedule  
Prioritize  
Focus  
Plan  
Act  
Monitor  
Control  
Avoid crisis  
Manage deadlines  
Process improvement

## Change Management

Champion  
Execute  
Inquire  
Assess  
Develop  
Transition  
Examine  
Recruit  
Diversify  
Transform  
Modify