You may find it difficult to identify the transferable skills you have that you have gained from activities you do on a regular basis. Employers seek evidence of transferable skills.

**Which ones are you able to evidence?**

**Transferable Skills**

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills** | **Evidence** | **Skills** | **Evidence** |
| **Analyse data or facts** |  | **Memorising information** |  |
| **Articulate** |  | **Networking** |  |
| **Being punctual** |  | **Organising projects** |  |
| **Budgeting** |  | **Paying attention to detail** |  |
| **Calculating or manipulating numbers** |  | **Problem solving** |  |
| **Communicate verbally** |  | **Processing data in a computer** |  |
| **Compare, inspect or record facts** |  | **Professionalism** |  |
| **Confidence** |  | **Providing support for others** |  |
| **Cooperating** |  | **Resourcefulness** |  |
| **Creativity** |  | **Responding appropriately to feedback** |  |
| **Critical thinking** |  | **Self-awareness** |  |
| **Developing rapport** |  | **Setting & meeting deadlines** |  |
| **Able to evaluate** |  | **Setting goals** |  |
| **Expressing ideas** |  | **Sociable** |  |
| **Facilitating groups** |  | **Supervising others** |  |
| **Identifying problems** |  | **Tactful** |  |
| **Implementing decisions** |  | **Taking initiative** |  |
| **Interacting effectively with different groups** |  | **Time management** |  |
| **Listening** |  | **Understanding** |  |
| **Logical** |  | **Working effectively under pressure** |  |
| **Managing time & stress** |  | **Writing letters or reports** |  |

**Powerful Verbs**

Think about what you have actually done. What role did you play, what did you achieve? Use phrases other than “like”, “enjoy”, “took part in”. Here are some suggestions:

\*Explored

\*Expressed

\*Facilitated

\*Finalised

\*Focused

\*Forecasted

\*Formed

\*Formulated

\*Fostered

\*Found

\*Fulfilled

\*Gained

\*Gathered

\*Generated

\*Guided

\*Hired

\*Hosted

\*Identified

\*Illustrated

\*Imagined

\*Implemented

\*Improved

\*Improvised

\*Incorporated

\*Increased

\*Influenced

\*Informed

\*Initiated

\*Innovated

\*Inspected

\*Inspired

\*Installed

\*Integrated

\*Interacted

\*Interpreted

\*Interviewed

\*Introduced

\*Issued

\*Joined

\*Judged

\*Launched

\*Led

\*Lifted

\*Maintained

\*Managed

\*Manipulated

\*Marketed

\*Maximised

\*Measured

\*Mediated

\*Monitored

\*Motivated

\*Navigated

\*Negotiated

\*Operated

\*Ordered

\*Organised

\*Originated

\*Overcame

\*Oversaw

\*Participated

\*Performed

\*Persuaded

\*Piloted

\*Planned

\*Played

\*Predicted

\*Prepared

\*Presented

\*Prevented

\*Proofread

\*Proposed

\*Provided

\*Qualified

\*Questioned

\*Raised

\*Reached

\*Realised

\*Received

\*Recommended

\*Recorded

\*Recruited

\*Referred

\*Repaired

\*Replaced

\*Reported

Represented

\*Researched

\*Resolved

\*Responded

\*Reviewed

\*Saved

\*Scheduled

\*Searched

\*Secured

\*Selected

\*Separated

\*Served

\*Simplified

\*Specialised

\*Specified

\*Sponsored

\*Staffed

 \*Started

\*Structured

\*Studied

\*Suggested

\*Summarised

\*Supervised

\*Supplied

\*Supported

\*Sustained

\*Targeted

\*Taught

\*Tested

\*Tracked

\*Translated

\*Travelled

\*Tutored

\*Undertook

\*Updated

\*Upgraded

\*Utilised

\*Validated

\*Verbalised

\*Verified

\*Volunteered

\*Worked

\*Accelerated

\*Accomplished

\*Achieved

\*Acted

\*Activated

\*Adapted

\*Addressed

\*Adjusted

\*Administered

\*Advertised

\*Advocated

\*Aided

\*Allocated

\*Analysed

\*Answered

\*Applied

\*Approved

\*Arranged

\*Assembled

\*Assessed

\*Assigned

\*Awarded

\*Balanced

\*Began

\*Briefed

\*Budgeted

\*Built

\*Calculated

\*Captured

\*Catalogued

\*Chaired

\*Checked

\*Clarified

\*Coached

\*Collaborated

\*Collected

\*Combined

\*Communicated

\*Compared

\*Compiled

\*Completed

\*Composed

\*Computed

\*Constructed

\*Consulted

\*Contacted

\*Continued

\*Contributed

\*Controlled

\*Coordinated

 \*Corresponded

\*Created

\*Customised

\*Decided

\*Defined

\*Delegated

\*Delivered

\*Demonstrated

\*Designated

\*Designed

\*Detected

\*Determined

\*Discovered

\*Displayed

\*Dissected

\*Distributed

\*Documented

\*Earned

\*Edited

\*Educated

\*Effected

\*Eliminated

\*Emphasised

\*Employed

\*Encouraged

\*Engineered

\*Enhanced

\*Enlarged

\*Enlisted

\*Ensured

\*Established

\*Estimated

\*Evaluated

\*Experimented

\*Explained