



TRANSFERABLE SKILLS

At a loss for words? Borrow some of these and sprinkle them through your resume. Use them as mind joggers to help you write better bullets.

COMMUNICATION: expression, transmission and interpretation of knowledge and ideas.

- Speaking effectively
- Writing concisely
- Listening attentively
- Expressing ideas
- Facilitating group discussion
- Providing appropriate feedback
- Negotiating
- Perceiving nonverbal messages
- Persuading
- Reporting information
- Describing feelings
- Interviewing
- Editing

COUNSELING SKILLS:

- Active Listening
- Reflecting
- Empathy
- Establishing of Rapport
- Counseling & Psychology Theories
- Research
- Knowledge of Human Development
- Testing & Assessment
- Ethical Decision-Making
- Program Development
- Writing
- Communication Skills
- Technology Skills
- Career Counseling
- Multicultural Awareness
- Practicum Experiences
- Internships in a variety of settings
- Group Therapy
- Knowledge of Special Education Laws and Resources
- Public Relations
- Team work
- Curriculum Development
- Budget Management
- Conflict Resolution
- Teaching
- Multi-tasking
- Motivating Others
- Teamwork

CREATIVE / ARTISTIC:

- Create
- Music appreciation
- Expressive
- Write
- Play instrument
- Design
- Dance, body movement
- Perform Act
- Draw, sketch, paint, sculpt

FINANCE: the ability to work with data, numbers and customers regarding financial products and services.

- Product knowledge
- Targeted goals & deadlines
- Accuracy
- Audit records
- Investigate
- Balance money
- Calculate, compute
- Good communicator
- Analyzing data
- Attention to detail
- Focused

HUMAN RELATIONS: resolving conflict, relating to and helping people.

- Developing rapport
- Being Sensitive
- Listening
- Conveying feelings
- Providing support for others
- Motivating
- Sharing credit
- Counseling
- Cooperating
- Delegating with respect
- Representing others
- Perceiving feelings, situations
- Asserting

LEADERSHIP: supervising, managing, leading, overseeing projects and or people.

- Decisive
- Arrange & execute events
- Direct projects
- Audit records
- Negotiate
- Persuade
- Influence
- Lead teams
- Mediate problems
- Take risks
- Run meetings
- Delegate
- Get results

MANAGEMENT / ORGANIZATION: supervise, direct and guide individuals and groups in the completion of tasks and fulfillment of goals.

- Initiating new ideas
- Handling details
- Coordinating tasks
- Managing groups
- Delegating responsibility
- Teaching
- Delegating
- Coaching
- Counseling
- Promoting change
- Selling ideas or products
- Decision making with others
- Managing conflict

RESEARCH AND PLANNING: search for specific knowledge and ability to conceptualize future needs and solutions for meeting those needs.

- Forecasting, predicting
- Creating ideas
- Identifying problems
- Imagining alternatives
- Identifying resources
- Gathering information
- Solving problems
- Setting goals
- Extracting important information
- Defining needs
- Analyzing / synthesizing
- Developing evaluation strategies

TEACHING / INSTRUCTING: the ability to instruct or educate another individual or groups.

- Train
- Course/curriculum development
- Instruct
- Use of smart boards
- Adjusting to learning styles
- Time management
- Classroom management
- Behavioral management
- Goal-setting
- Communicating
- Collaborating
- Public speaking
- Explaining
- Organized / executed

WORK SURVIVAL: day-to-day skills that assist in promoting effective production and work satisfaction.

- Decision making
- Cooperating
- Enforcing policies
- Being punctual
- Managing time
- Attending to detail
- Meeting goals
- Enlisting help
- Accepting responsibility
- Setting and meeting deadlines
- Organizing

While this is not an exhaustive list, it can help you to construct better bullets.