



Transferable Skills

Transferable skills can be used in many jobs and industries, regardless of your major. You develop these skills through classes, projects, work, internships, campus activities and other experiences.

Planning and Organization

- Manage time and priorities
- Balance multiple responsibilities
- Set goals and create plans
- Follow through on tasks and projects

Critical Thinking and Problem-Solving

- Find and evaluate information
- Identify important information and patterns
- Analyze information and make decisions
- Solve problems and develop creative solutions

Interpersonal Skills

- Work effectively with people from different backgrounds
- Build positive working relationships
- Work effectively as part of a team
- Show initiative and contribute ideas
- Understand and respond to the needs of others

Leadership and Management

- Adapt to change and handle challenges
- Set goals and work toward shared outcomes
- Motivate and support others
- Delegate tasks when appropriate
- Teach or guide others

Communication

- Communicate ideas clearly in writing and speaking
- Participate effectively in discussions and meetings
- Listen and respond appropriately
- Summarize and explain information
- Communicate respectfully with others



**Career
Marketplace**



Transferable Skills (Continued)

Here are strong transferable skills that work well on a college student or early-career resume:

- **Communication** – Communicating clearly in writing, speaking and interpersonal interactions
- **Teamwork** – Collaborating with others to achieve shared goals
- **Customer Service** – Helping customers, clients, students or community members
- **Problem-Solving** – Identifying challenges and finding effective solutions
- **Critical Thinking** – Analyzing information and making informed decisions
- **Time Management** – Managing deadlines, priorities and responsibilities
- **Organization** – Keeping tasks, information and materials organized
- **Adaptability** – Adjusting to new situations, responsibilities and changes
- **Leadership** – Guiding others, taking initiative and supporting team goals
- **Attention to Detail** – Producing accurate, thorough work
- **Technology** – Using software, digital tools and technology to complete tasks
- **Research** – Finding, evaluating and applying information
- **Project Management** – Planning and completing projects from start to finish
- **Conflict Resolution** – Addressing disagreements and finding solutions
- **Creativity** – Developing new ideas and approaches
- **Professionalism** – Demonstrating reliability, accountability and a positive attitude
- **Collaboration** – Working effectively with people from different backgrounds and perspectives
- **Decision-Making** – Evaluating options and choosing appropriate actions
- **Initiative** – Taking action without always being asked
- **Interpersonal Skills** – Building positive and professional relationships



Career
Marketplace