TRANSFERABLE SKILLS WORKSHEET

Check off the skills below that you believe you can bring to your job:

**Basic Skills:**
- Listens to others
- Understands and carries out instructions
- Learns new procedures
- Explains information to others
- Accurately works with money/numbers
- Attention to details
- Follow-through (complete the task)
- Multitasks
- Speaks in public

**People Skills:**
- Interacts positively with others/Relates well
- Builds strong relationships
- Gains others’ confidence
- Works well as a team player/Cooperates with others
- Coordinates actions with other people to achieve goals
- Able to enlist help
- Has an encouraging attitude
- Assists people (customers/clients)
- Comfortable dealing with people
- Responds to concerns of others
- Handles complaints/Resolves conflict
- Desires to learn/Receives feedback and makes improvements

**Organization and Time Management:**
- Ability to plan
- Ability to make decisions
- Able to set and meet goals (Result oriented)
- Time management skills
- Able to set and meet deadlines
- Accepts responsibility
- Works well under pressure
- Organized
- Abides by policies and procedures
WORKSHEET

Pick three (3) different Transferable Skills you have identified above— preferably one from each of the categories above— and fill out the Worksheet below, giving specific examples of when you have used those skills at home, with your children, in school, playing sports, at church, doing volunteer work or at any other time.

Describe the Situation, the Action you took and the Result. For example – “I am a great team player. When I played soccer, I had to learn many different strategies and when to apply them. You can rely on me to be able to listen, learn and carry out instructions.”

Skill: ____________________________________________

Example: ________________________________________

____________________________________

____________________________________

____________________________________

____________________________________

Skill: ____________________________________________

Example: ________________________________________

____________________________________

____________________________________

____________________________________

Skill: ____________________________________________

Example: ________________________________________

____________________________________

____________________________________

____________________________________