



# Assess Transferable Skills ID

AUBURN UNIVERSITY CAREER CENTER

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Use this exercise to help you identify qualities and traits you possess that you may use in interviews and cover letters.

## Instructions:

1. Check each skill you feel you possess. Consider *all* settings (classroom, activities, volunteer work, internship, job) in which you might have demonstrated each skill.
2. Review the items you have checked and narrow your list to your 10 strongest skills.
3. For each of 10 skills selected, complete the reverse side of this sheet describing specific examples of how you have demonstrated this skill in the past.

### ANALYTICAL

☐ analyzed  
☐ assessed  
☐ compared  
☐ conceptualized  
☐ critiqued  
☐ devised  
☐ diagnosed  
☐ estimated  
☐ evaluated  
☐ identified  
☐ inspected  
☐ interpreted data  
☐ investigated  
☐ made decisions  
☐ observed  
☐ predicted  
☐ projected  
☐ proved  
☐ reflected  
☐ researched  
☐ reviewed  
☐ screened  
☐ solved problems  
☐ studied  
☐ surveyed  
☐ tested  
☐ thought critically  
☐ validated

### COMMUNICATION

☐ communicated  
☐ conveyed  
☐ debated  
☐ defined  
☐ described  
☐ drafted  
☐ edited  
☐ explained  
☐ foreign language  
(read, wrote,  
spoke, translated)  
☐ interacted

☐ interviewed  
☐ listened  
☐ presented  
☐ published  
☐ read  
☐ reported  
☐ responded  
☐ spoke in public  
☐ summarized  
☐ wrote

### CREATIVE

☐ acted  
☐ advertised  
☐ authored  
☐ created  
☐ designed  
☐ developed  
☐ displayed  
☐ entertained  
☐ illustrated  
☐ improvised  
☐ innovated  
☐ performed  
☐ produced  
☐ promoted

### FINANCIAL

☐ appraised  
☐ audited  
☐ balanced  
☐ budgeted  
☐ calculated  
☐ earned  
☐ invested  
☐ merchandised  
☐ raised funds  
☐ purchased

### HELPING

☐ advised  
☐ assisted  
☐ coached  
☐ collaborated

☐ counseled  
☐ fostered  
☐ guided  
☐ informed  
☐ mentored  
☐ served  
☐ supported  
☐ taught  
☐ tutored  
☐ trained  
☐ volunteered

### LEADERSHIP

☐ assigned  
☐ authorized  
☐ chaired  
☐ directed  
☐ delegated  
☐ enforced  
☐ facilitated  
☐ founded  
☐ initiated  
☐ hired  
☐ implemented  
☐ managed change  
☐ managed a crisis  
☐ managed people  
☐ managed resources  
☐ presided  
☐ recommended  
☐ supervised

### ORGANIZATIONAL

☐ administered  
☐ categorized  
☐ collected  
☐ compiled  
☐ consolidated  
☐ coordinated  
☐ maintained  
☐ managed time  
☐ monitored  
☐ organized

☐ planned  
☐ performed data entry  
☐ prioritized  
☐ processed  
☐ recorded  
☐ ran reports  
☐ scheduled

### PERSUASION

☐ encouraged  
☐ influenced  
☐ mediated  
☐ motivated  
☐ persuaded  
☐ negotiated  
☐ recruited  
☐ sold

### TECHNICAL

☐ assembled  
☐ constructed  
☐ compiled  
☐ engineered  
☐ installed  
☐ integrated  
☐ operated  
☐ measured  
☐ programmed  
☐ repaired  
☐ upgraded

### ADDED VALUE

☐ adapted  
☐ enhanced  
☐ improved  
☐ maximized  
☐ minimized  
☐ shaped  
☐ streamlined  
☐ strengthened  
☐ supplemented  
☐ updated

<b>TRANSFERABLE SKILLS</b>	<b>PART-TIME JOBS/ SUMMER JOBS/ INTERNSHIPS</b>	<b>COURSE PROJECTS/ RESEARCH</b>	<b>EXTRACURRICULAR ACTIVITIES/ VOLUNTEER WORK</b>
<i>E.g. Delegated</i>	<i>Team leader at chain restaurant. Oversaw 10 other servers per shift.</i>	<i>Marketing Team Project: Initiated leadership for team of 4 to complete marketing campaign.</i>	<i>President of social fraternity. Delegated to 5 other executive board members.</i>