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# Resume and Skill Checklist

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Over the years, you have developed many skills from coursework, co-curricular activities, work and life experiences. If you have researched topics and written reports or edited and presented papers for classes, you have used skills that are not limited to just one discipline but are *transferable* to many different occupations or disciplines. A prospective employer expects you to be able to apply the skills you have learned in college and throughout your life to the work environment.

[Use the following checklist to help you identify some of your transferable skills.](#)

## Communication Skills

- Speaking effectively
- Writing clearly and concisely
- Listening attentively and objectively
- Expressing ideas
- Facilitating group discussion
- Interviewing
- Editing
- Responding appropriately to +/- feedback
- Using various media to present ideas imaginatively
- Providing appropriate feedback
- Negotiating
- Perceiving nonverbal messages
- Persuading
- Reporting information
- Describing feelings
- Public speaking
- Using various styles of written communication
- Conveying a positive self image to others

## Research/Planning/Investigation

- Forecasting/predicting
  - Creating ideas
  - Identifying problems
  - Imagining alternatives
  - Identifying resources
  - Gathering information
  - Solving problems
  - Setting goals
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- Extracting important information
- Analyzing
- Developing evaluation strategies
- Testing validity of data
- Formulating questions
- Making conclusions
- Conceptualizing.
- Observing and discovering
- Defining needs
- Designing an experiment or model
- Developing evaluation strategies
- Describing feelings

## Human Relations/Interpersonal

- Developing rapport
- Being sensitive
- Listening
- Conveying feelings
- Providing support for others
- Motivating
- Sharing credit
- Helping others
- Being willing to take risks
- Teaching/instructing others
- Demonstrating effective social behavior
- Perceiving feelings and situations
- Counseling
- Cooperating
- Keeping a group "on track"
- Being patient
- Interacting effectively with peers, supervisors, and people you supervise
- Persuading others
- Working with diversity or multicultural issues
- Delegating with respect

## Organization/Management/Leadership/Decision Making

- Initiating new ideas and tasks
- Handling details

- Coordinating tasks
- Coaching/mentoring
- Counseling
- Managing conflict
- Motivating and leading people
- Organizing people/tasks to achieve a specific goal
- Following up with others to evaluate progress
- Conducting meetings
- Giving praise and credit to others for a job well done
- Solving problems/meditating
- Taking risks
- Implementing sound decisions
- Managing groups
- Delegating responsibility
- Teaching/instructing
- Promoting change
- Selling ideas or products
- Making decisions with others
- Analyzing tasks
- Identifying people who can contribute to solutions for problems or tasks
- Prioritizing tasks
- Encouraging and inspiring
- Negotiating agreements
- Taking responsibility for decisions

### Financial Management

- Developing a budget accurately estimating expenses and income
- Keeping accurate and complete financial records
- Accounting
- Assessing
- Ensuring timeliness of payments
- Fundraising
- Calculating
- Projecting/forecasting
- Investing

### Critical Thinking/Problem Solving

- Anticipating problems before they occur
- Defining problems and identifying possible causes

- Identifying possible solutions and selecting the most appropriate ones
- Creating innovative solutions to complex problems
- Involving group members to evaluate solutions
- Developing plans to implement solutions
- Multi-tasking
- Identifying a general principle that explains interrelated experience

### Work Survival

- Implementing decisions
- Cooperation
- Enforcing policies
- Being punctual
- Managing time and stress
- Attending to detail
- Working effectively under pressure
- Taking initiative in job-related duties
- Discerning appropriate behaviors for the workplace
- Meeting goals
- Enlisting help
- Accepting responsibility
- Setting and meeting deadlines
- Organizing
- Making decision
- Seeking opportunities for professional development
- Evaluating personal and professional strengths and weaknesses

### Putting Your Transferable Skills to Work

List five skills that you consider your best transferable skills. Write an example of where or how you used each skill and rank the skills with number 1 being the most important.

Skill	Example	Ranking