Resume and Skill Checklist

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
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

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.

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<th>Skill</th>
<th>Example</th>
<th>Ranking</th>
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