TRANSFERABLE SKILLS
SUGGESTIONS FROM THE CAPELLA CAREER CENTER

Transferable skills are gained through previous work and volunteer experiences, as well as through your education and life in general. They can be transferred from one job to another. The ability to identify and articulate these skills is important in managing your career effectively, particularly when making a career change.

The skills listed below are intended to help you identify your own transferable skills. This list is not exhaustive, and employers will value the skills differently. Researching your chosen career field and carefully reviewing job postings will help you understand which of your skills are truly most transferable for your particular situation.

TIPS AND ACTION STEPS FOR IDENTIFYING AND DESCRIBING YOUR TRANSFERABLE SKILLS

1. Check the skills you feel you possess from the list above. Rank the five you feel you are best at. Next, reflect on specific examples from your education, work, or volunteer experience where you have demonstrated the top five skills. Provide the Situation, Task, Action and Result for each example.
2. Review several job postings of interest and record the common transferable skills required. Complete Tip 1 for each of those skills you possess.
3. Reflect on your most recent and rewarding volunteer or work experience. Record the accomplishments you are most proud of. Read through those accomplishments. What transferable skills did you demonstrate?
4. Identify the courses in your degree program you found the most interesting. Write down the major projects from the course and specifically what you did to complete the assignment. Refer to the transferable skills list; have you demonstrated any of them? If so, provide the Situation, Task, Action and Result for each example demonstrating that skill.

Communication Skills

- Speaking in public
- Presenting
- Having strong writing skills
- Knowing another language
- Listening skills
- Communicating professionally
- Articulating points concisely
- Resolving conflict
- Mediating problems
- Resolving client concerns
- Thinking of the needs and priorities of others
- Maintaining confidentiality
- Facilitating meetings
- Building relationships
- Building trust
- Building teams
- Working effectively on a team
- Leading teams
- Motivating others
- Asking questions
- Serving as a liaison
- Collaborating with others
- Consulting
TRANSFERABLE SKILLS
SUGGESTIONS FROM THE CAPELLA CAREER CENTER

Leadership and Management Skills

- Managing time
- Directing projects
- Completing projects
- Managing projects
- Managing multiple priorities
- Following through
- Developing a budget
- Managing a budget
- Strategic planning
- Making decisions
- Working with external stakeholders
- Articulating a problem and offering possible ideas or solutions
- Taking ownership
- Gaining support of others
- Advocating for ideas, programs, or people
- Sharing responsibility
- Solving problems creatively
- Implementing ideas
- Improving processes or workflow
- Being results oriented
- Assessing needs
- Setting goals and priorities
- Providing leadership
- Supervising
- Delegating tasks
- Having strong organizational skills
- Executing a plan
- Implementing policies or procedures
- Being intellectually curious
- Being resourceful
- Doing “more with less”
- Being flexible
- Adapting to change

Integrity and Accountability

- Demonstrating initiative
- Having a strong work ethic
- Being honest
- Demonstrating integrity
- Being tactful
- Being receptive to new ideas
- Receiving constructive feedback professionally

Content Development, Design, and Delivery

- Writing content
- Editing content
- Designing content
- Creating materials
- Developing resources
- Developing workshops
- Successfully marketing product, services, or ideas
- Teaching others a skill or concept
- Training an individual or a team
TRANSFERABLE SKILLS
SUGGESTIONS FROM THE CAPELLA CAREER CENTER

Research and Technical Skills

• Researching
• Interpreting data
• Compiling reports
• Analyzing reports
• Evaluating information against standards
• Ranking information
• Synthesizing information

• Creating policies or procedures
• Proofreading
• Being detail oriented
• Following detailed instructions
• Learning and integrating new technology
• Having specific technical skills
• Gathering requirements for end users

Event Planning and Fundraising

• Fundraising
• Writing grants
• Creating and maintaining detailed databases
• Developing relationships with local businesses and community leaders
• Researching and recommending venues
• Negotiating contracts

• Partnering with vendors
• Tracking inventory and event supplies
• Coordinating logistics
• Arranging services needed, including transportation, accommodations, speakers, materials
• Recruiting and training volunteers