



QUINTESSENTIAL CAREERS™
Your Job Search Starts Here



Transferable Skills Worksheet for Resumes and Cover Letters

Use this worksheet to capture skills you've attained from any aspect of your life that are transferable and applicable to the job you want next. See Chapter 4 of our book *Words to Get Hired By* (http://www.quintcareers.com/Quintessential_Careers_Press/Words_Hired_By/Chapter4/page152.html). Consider skills used in jobs, classes, extracurricular activities, internships, volunteer/community-service work, travel, work, projects, parenting, hobbies, sports, and more. Since relevant skills will vary from job to job, you may want to print out and complete a copy of this worksheet for each job you apply for.

Start with the 5 skills that almost all employers seek:

1. *Communication skills*: Give examples of how you have used this skill, especially examples of how you've shined using this skill:

2. *Interpersonal skills*: Give examples of how you have used this skill, especially examples of how you've shined using this skill:

3. *Teamwork skills*: Give examples of how you have used this skill, especially examples of how you've shined using this skill:

4. *Leadership skills*: Give examples of how you have used this skill, especially examples of how you've shined using this skill:

5. *Computer/Information technology skills*: Give examples of how you have used this skill, especially examples of how you've shined using this skill:

Now, identify your skills in the second tier of most-in-demand skills:

6. *Adaptability/flexibility skills*: Give examples of how you have used this skill, especially examples of how you've shined using this skill:

7. *Problem-solving skills*: Give examples of how you have used this skill, especially examples of how you've shined using this skill:

8. *Organizational skills*: Give examples of how you have used this skill, especially examples of how you've shined using this skill:

9. *Analytical skills*: Give examples of how you have used this skill, especially examples of how you've shined using this skill:

10. *Quantitative skills*: Give examples of how you have used this skill, especially examples of how you've shined using this skill:

Now, list skills specific to the job/type of job you're applying for. Get this information from the employment ad, job posting, or job description for the position.

Listed skill:

Give examples of how you have used this skill, especially examples of how you've shined using this skill:

Listed skill:

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Listed skill:

Give examples of how you have used this skill, especially examples of how you've shined using this skill:

Now, one last group of skill sets. Review these lists and in the remaining spaces, give examples of how you have used the skills that apply to you (and are relevant to the job/type of job you seek), especially examples of how you've shined using these skills:

Research/Planning	Human Relations	Organization/ Management	Work Survival
<ul style="list-style-type: none">• Forecasting, predicting• Creating ideas• Identifying problems• Imagining alternatives• Identifying resources• Gathering information• Solving problems• Setting goals• Extracting important information• Defining needs• Analyzing• Developing evaluation strategies	<ul style="list-style-type: none">• Developing rapport• Being Sensitive• Listening• Conveying feelings• Providing support for others• Motivating• Sharing credit• Counseling• Cooperating• Delegating with respect• Representing others• Perceiving feelings, situations• Asserting	<ul style="list-style-type: none">• Initiating new ideas• Handling details• Coordinating tasks• Managing groups• Delegating responsibility• Teaching• Coaching• Counseling• Promoting change• Selling ideas or products• Decision making with others• Managing conflict	<ul style="list-style-type: none">• Implementing decisions• Cooperating• Enforcing policies• Being punctual• Managing time• Attending to detail• Meeting goals• Enlisting help• Accepting responsibility• Setting and meeting deadlines• Organizing• Making decisions
