



**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](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:

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

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

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

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

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**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:

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

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

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

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

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**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:

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

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Listed skill:

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

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Listed skill:

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

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