



Transferable Skills

Directions: Transferable skills are skills that are used in one job and can also be applied to another job. The following are examples of common transferable skills. Give specific examples of how you have used these skills. Consider how you have used them in previous jobs, volunteer work, hobbies, schools, and more.

People skills refer to how one interacts with others. If you have good people skills, you are able to communicate well with others. Give examples of how you have used people skills in the past:

Leadership skills involve taking the lead on a task or managing people or things. Give examples of how you have used leadership skills in the past:

Technical skill are gained by working with specific tools, software, or machinery. For example, if you worked with Microsoft Office in a past job or at school, you have gained a technical skill. Give example:

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Transferable Skills (Continued)

Flexibility skills refer to the ability to adjust to diverse situations and environments. Give examples of how you have used flexibility skills in the past:

Problem-solving involves recognizing a problem and finding a solution. Give examples of how you have used problem-solving skills in the past:

USE THE SHARE BUTTON
BELOW TO E-MAIL YOUR
ANSWERS TO YOUR
TEACHER OR CAREER
COUNSELOR.

