

# Transferable Skills

(804) 289-8547 | [careerservices.richmond.edu](http://careerservices.richmond.edu)

Office Hours: M-F, 8:30 a.m. to 5 p.m. | Walk-in Hours: M-F, 2 to 4 p.m.



## Alumni & Career Services

**Transferable Skills** are skills that you acquired from one experience (internship, volunteer service, student organization, study abroad, class, job) you can use in a different job or industry. Use this list when developing targeted professional documents for job and internship applications. Assess the requirements of the position, and translate your experiences in college to fit the needs of the employer.

### INFORMATION MANAGEMENT SKILLS

- Sort data and objects
- Compile and rank information
- Apply information creatively to specific problems or tasks
- Synthesize facts, concepts, and principles
- Evaluate information based on appropriate standards
- Attend to details
- Develop systems
- Monitor progress and projects
- Streamline systems

### DESIGN AND PLANNING SKILLS

- Identify alternative courses of action
- Set realistic goals
- Follow through with a plan or decision
- Manage time effectively
- Predict future trends and patterns
- Accommodate multiple demands for commitment of time, energy and resources
- Assess needs
- Make and keep a schedule
- Set priorities

### RESEARCH AND INVESTIGATION SKILLS

- Use a variety of sources of information
- Apply a variety of methods to test the validity of data
- Identify problems and needs
- Design an experiment, plan, or model that systematically defines a problem
- Identify information sources appropriate to special needs or problems
- Formulate questions relevant to clarifying a particular problem, topic, or issue

### COMMUNICATION SKILLS

- Listen with objectivity and paraphrase the content of a message
- Use various forms and styles of written communication
- Speak effectively to individuals and groups
- Use various media to present ideas imaginatively
- Express one's needs, wants, opinions, and preferences, without offending others
- Identify and communicate value judgments effectively
- Describe objects or events with few errors
- Convey a positive self image to others
- Use languages
- Work with a variety of groups and people (conversational ability)
- Work as part of a team (teamwork)

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## CRITICAL THINKING SKILLS

- Identify a general principle that explains interrelated experiences of factual data
- Define the parameters of a problem
- Identify reasonable criteria for assessing the value of appropriateness of an action or behavior
- Adapt one's concepts and behavior to changing conventions and norms
- Apply appropriate criteria to strategies and action plans
- Take given premises and reason to their conclusion
- Create innovative solutions to complex problems
- Analyze the interrelations of events and ideas from several perspectives

## MANAGEMENT AND ADMINISTRATION SKILLS

- Identify people who can contribute to the solution of a problem or task
- Identify resource materials useful in the solution of a problem
- Delegate responsibility for completion of a task
- Motivate and lead people
- Organize people and tasks to achieve specific goals
- Coordinate people and/or tasks and logistics
- Strategize plans and solutions
- Analyze tasks
- Solve problems
- Make decisions
- Interpret policy
- Give directions
- Resolve conflicts
- Determine and apply policy
- Handle logistics

## HUMAN SERVICE SKILLS

- Employ interpersonal skills
- Attend to people's body language and communications styles
- Empathize with others
- Demonstrate sensitivity to other's needs
- Counsel individuals on needs and problems
- Advocate for individuals
- Use intuition to assess client needs

## PHYSICAL SKILLS

- Build, construct, or invent new structures, models, etc.
- Operate equipment (specify the names of equipment)
- Use physical coordination
- Restore or repair machinery or structures