

Transferable Skills

(804) 289-8547 | careerservices.richmond.edu

Office Hours: M-F, 8:30 a.m. to 5 p.m. | Drop-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) that you can use in a different job or industry. Use this list when developing targeted professional documents for job and internship applications. Assess the general skill areas in a position description and translate your experience by highlighting your specific experience within that skill area.

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