

DEVELOP-Your 3A's-#1 Attributes

Transferable skills, your attributes, are those skills and abilities that are relevant and helpful across different areas of life: socially, professionally and at school. They are portable skills. It is important to cite examples of your transferable skills in your resume to show prospective employers that you are right for the job.

*Employers look for **aptitude** and **capability** to perform a job.*

The link to the full list of transferable skills is listed here and in the comments.

<https://www.thebalancecareers.com/transferable-skills-list-525490>

Basic Skills

Listening, ability to learn something new, follow written instructions, verbal and written communication, math skills, public speaking, professionalism.

Management Skills

Recruit, interview, supervise, hire, allocate resources, persuasion, negotiate, evaluate, organize teams.

People Skills

Provide constructive criticism, receive feedback, train others, handle complaints, counsel people, resolve conflicts, develop relationships with suppliers, demonstrate comfort dealing with all people, gain people's confidence.

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Use computer software, job-related equipment and machinery, install software, use Internet, printers, copier, and fax machines, troubleshoot hardware and software problems, install/maintain equipment.

**Computer /
Technical
Skills**

Perform general clerical tasks, design forms, correspondence, and reports, use software e.g. text process, database, spreadsheet, desktop publishing and presentation, accounts receivable/payable, billing, bookkeeping, screen phone calls, greet people.

Clerical Skills

Present to upper management, prevent problems from occurring, critical thinking to make decisions, solve problems, manage time, initiate new policies and procedures, develop a budget, conduct research using the Internet and library resources, generate ideas, implement new strategies.

**Research /
Planning
Skills**

Demonstrate fluency of a foreign language or sign language, fundraise, write grants, design websites.

**Additional
Skills**

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Meet Amy M.

I was doing a career pivot from retail management to human resources. My resume needed to be assessed to convey my transferable skills in a way that resonated with a variety of industries. I landed a position in my new career field having benefited from strong attention to detail and connecting with many local business colleagues in this market.-- Amy M.