

Top Ten Transferable Skills

Turn your skills into abilities!

What Skills and Qualities Are Important to Employers?

According to a 2011 survey conducted by the National Association of Colleges and Employers (NACE), the top qualities/transferable skills employers are looking for are listed below.

Review the list and write a brief but specific example of how **you** have demonstrated each skill while in a job, class, internship or extracurricular activity:

10. Detail Orientation:

9. Analytical:

8. Relevant Work Experience:

7. Flexibility:

6. Problem Solving:

5. Initiative:

4. Teamwork:

3. Strong Work Ethic:

2. Communication:

1. Interpersonal:

Additional Skill Areas to Consider

administering programs	negotiating/arbitrating conflicts	maintaining accurate records
planning agendas/meetings	promoting events	drafting reports
updating files	writing letters/papers/proposals	collaborating ideas
advising people	estimating physical space	knowledge of concepts and principles
planning organizational needs	listening to others	knowledge of community/government affairs
setting up demonstrations	supervising employees	enforcing rules and regulations
analyzing data	teaching/instructing/training individuals	setting priorities
predicting futures	entertaining people	setting work/committee goals
sketching charts or diagrams	displaying artistic ideas	interviewing prospective employees
assembling apparatus	distributing products	running meetings
rehabilitating people	deciding uses of money	exceptional listener
writing reports	delegating responsibility	
auditing financial reports	supporting others	
organizing tasks		