

Transferable Skills

- Communicate: Speak and/or write well and get your ideas across to other easily.
- Interpret: Look at things and make sense of them, figure out what makes things work, why there is a problem, etc.
- Analyze: Break a problem down to see what is really going on.
- Creativity: Use your imagination to come up with new ideas or to solve problems.
- Order Goods/Supplies: Keep track of items and how to order them.
- Decision Making: Make good judgements about what to do in a difficult situation, even when the supervisor is not present.
- Adapt to Situations: Learn a new task and/or work in a different area with different co- workers.
- Explain: Tell others why you do certain things they way you do or why you think the way you do.
- Think Ahead: Plan your day and keep problems/accidents from happening.
- Calculate Numbers: Use a calculator, cash register or computer to answer numerical questions.
- Operate Equipment: Turn equipment on and off as well as how to use it safely and wisely. (If you don't know how to operate certain things, you always ask for help.)
- Record Data: Write thorough and accurate notes/numbers.
- Set Goals: Set goals for yourself to achieve and plan ways to achieve them.
- Learn Quickly: Do new things and carry out new responsibilities easily by watching other or by following instructions.
- Confident: Believe in and feel good about yourself.
- Pleasant: Nice person for others to talk to and be with.
- Energetic: Lots of energy to use at work and at play.
- Helpful: Enjoy helping people solve their problems.
- Trustworthy: Can be trusted to get the job done, to look after things or keep secrets that are very important to other people.