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Transferable Skills Worksheet

Transferable Skills are developed in and out of the classroom and are valued in all occupations.

Part 1 Assess Your Transferable Skills and Strengths

Directions:

A. On a scale of 1-10 (with 10 being the highest), how would you rate your skills in the five transferable skill categories below? Put that number on the line next to each group of skills.

B. Circle your best sub-skills under each category.

 8 **Communication Skills**

Reading - Writing - Listening - Speaking - Presentation

 10 **Information Management**

Quantitative Reasoning - Analysis/Synthesis - Research - Technology - Critical Thinking

 9 **Human Relations**

Teamwork with Diverse Groups - Interpersonal Skills - Leadership - Cultural Awareness/ Global Knowledge - Respect and Tolerance

 10 **Self-Management**

Work Ethic & Habits - Dependability - Enthusiasm & Positive Attitude - Self-Motivation - Adaptability & Flexibility

 10 **Project Management & Organization**

Decision-making - Creativity - Problem Solving - Planning

 Any Others You Want to Mention??

DID YOU KNOW?? These are Strengths and Skills you can talk about with a variety of potential employers! In the next two parts you can document in more detail HOW and WHERE you developed these skills, both inside and outside the classroom.

Part 2 Which Classes Helped You Develop Transferable Skills? *Directions: A. Below is a list of many classroom activities/skills you may have engaged in. In the first column, check the activities you think you gained particular strength/skill in. B. Then in the last column, list the classes you took that really helped you gain those skills listed under Classroom Activities.*

	Classroom Activities related to Transferable Skills	List classes you took that directly relate to these skills
x	Writing: essays, lab reports, technical writing, research papers, journaling; grammar	10 th grade Literature, American Literature
x	Speaking: speeches, debate, discussions, oral exams, group work, interpersonal communication, small group communication	American Literature, AP US History
x	Foreign language skills	Spanish I, II, III
x	Reading: processing, interpreting, analyzing, and synthesizing what you read	10 th grade Literature, American Literature, British Literature
x	Listening to others; Working toward a common decision or goal	Accelerated Math II & III, AP US History
x	Organizing an activity	Accelerated Math II & III, AP Calculus AB
x	Managing, Teaching, Mentoring, Tutoring	Accelerated Math II & III, AP Calculus AB, Spanish I, II, III
x	Learning about/experiencing organizational behavior	US Government
x	Gathering, organizing, and drawing conclusions from data or other types of information from a variety of sources	Accelerated Math II & III, AP Calculus AB, Physics, Chemistry
x	Considering diverse perspectives, then developing creative solutions	Accelerated Math II & III, AP Calculus AB, US Government
x	Lab courses/techniques: accuracy, technical skills, measurements/tracking; use of specialized equipment & technical training	Chemistry, Physics
x	Field experiences and documentation techniques	Accelerated Math II & III, AP Calculus AB, Physics, Chemistry
x	Literature reviews	10 th grade Literature, American Literature, British Literature
x	Research papers and projects	Chemistry, Physics, AP US History
x	Word processing, internet, presentation and other software	Intro to Digital Technology
x	Data organization, data bases or programming	Intro to Digital Technology
x	Math Skills & Statistical analysis	Accelerated Math II & III, AP Calculus AB

Other??

DID YOU KNOW?? You can look at the skill/activity areas you haven't yet developed to get some ideas of the kinds of courses or activities you want to involve yourself in before you graduate.

Part 3 What Other Curricular or Co-curricular Activities Helped You Develop Transferable Skills? *Directions: A. Below is a list of many other activities/skills you may have engaged in during your college career. Check the activities you have participated in and that you have gained particular strength/skill in. B. Then list in the last column what (and when) you participated in that really helped you gain those skills.*

	Other Curricular or Extra-Curricular Activities You've Accomplished	What else have you done to build more skills? List details here.
X	Independent or Directed Study Courses	
	Part-time jobs	
	Student Government	
	Political activism	
	Internships	
	Student newspaper & other publications	
	National Student Exchange or Study Abroad or Travel	
X	Honor Societies	
X	Student organization involvement	
	Technology workshops	
	Plan a program, project, or event	
	Research experiences	
	Budgeting experiences	
	Residence Hall involvement	
X	Community Service	
X	Athletics or intramurals	
X	Tutoring or mentoring others	
	Teaching / apprenticeships	
X	Licenses/Credentials earned or Awards received	
X	Religious involvement	
X	Outdoor recreation	
	Trip leader	
	Campus Ambassador	
	Orientation Assistant	
X	Forum/Arts/Entertainment	
	Committees	
X	Hobbies/Pastimes	
	Other??	

REMEMBER: Everything you have participated in—inside and outside the classroom--during college has contributed to your KNOWLEDGE, SKILLS and VALUES. Visit Career Services for help in how to document, package, and 'sell' who you are to a variety of potential employers!