




Transferable Skills

No matter where you've been or what you've done, you've learned something. As you move through life, you accumulate skills and knowledge and experience.

These are called your **TRANSFERABLE SKILLS**.

Hobbies, sports, and volunteer work also develop skills that may help you find work.

TRANSFERABLE SKILLS LEARNED AT SCHOOL	
<p>Communication Skills</p> <ul style="list-style-type: none"> • Giving class presentations • Reading articles and books • Writing essays, short stories, and poetry 	<p>Teamwork Skills</p> <ul style="list-style-type: none"> • Getting along with others • Working with others on projects 
<p>Time Management Skills</p> <ul style="list-style-type: none"> • Doing homework • Meeting project deadlines • Scheduling your day • Getting to class on time 	<p>Problem-solving Skills</p> <ul style="list-style-type: none"> • Analyzing information • Understanding, defining, and solving the problem • Applying the results
<p>Organizational Skills</p> <ul style="list-style-type: none"> • Taking notes • Following written and oral instructions • Keeping binders organized • Following a schedule • Setting priorities and goals 	<p>Learning Skills</p> <ul style="list-style-type: none"> • Asking questions • Reading information • Using the library • Researching information • Joining activities and clubs • Trying new things
<p>Computer Skills</p> <ul style="list-style-type: none"> • Learning word processing and database programs • Searching the internet 	<p>Listening Skills</p> <ul style="list-style-type: none"> • Attending classes • Going to lectures • Taking notes • Visualizing what you hear • Comprehending information
<p>Creativity Skills</p> <ul style="list-style-type: none"> • Using your imagination • Trying new ways to do things • Looking at issues from a different point of view 	<p>Leadership Skills</p> <ul style="list-style-type: none"> • Leading projects • Being on a sports team • Being involved in student government 