

TRANSFERABLE SKILL SETS	YES - I HAVE THIS SKILL	EXAMPLE: Project, coursework, career, etc. (something that demonstrates this skill)	POSSIBLE TO INCLUDE IN MY ePORTFOLIO
Verbal Communication			
Perform and entertain before groups			
Speak well in public appearances			
Confront and express opinions without offending			
Interview people to obtain information			
Handle complaints ___ in person ___ over phone			
Present ideas effectively in speeches or lecture			
Persuade/influence others to a certain point of view			
Sell ideas, products or services			
Debate ideas with others			
Participate in group discussions and teams			
Nonverbal Communication			
Listen carefully and attentively			
Convey a positive self image			
Use body language that makes others comfortable			
Develop rapport easily with groups of people			
Establish culture to support learning			
Express feelings through body language			
Promote concepts through a variety of media			
Believe in self worth			
Respond to non-verbal cues			
Model behavior or concepts for others			
Written Communication			
Write technical language, reports, manuals			
Write poetry, fiction plays			

Write grant proposals			
Prepare and write logically written reports			
Write copy for sales and advertising			
Edit and proofread written material			
Prepare revisions of written material			
Utilize all forms of technology for writing			
Write case studies and treatment plans			
Demonstrate expertise in grammar and style			
Train/Consult			
Teach, advise, coach, empower			
Conduct needs assessments			
Use a variety of media for presentation			
Develop educational curriculum and materials			
Create and administer evaluation plan			
Facilitate a group			
Explain difficult ideas, complex topics			
Assess learning styles and respond accordingly			
Consult and recommend solutions			
Write well organized and documented reports			
Analyze			
Study data or behavior for meaning and solutions			
Analyze quantitative, physical and/or scientific data			
Write analysis of study and research			
Compare and evaluate information			
Systematize information and results			
Apply curiosity			
Investigate clues			
Formulate insightful and relevant questions			
Use technology for statistical analysis			
Research			

Identify appropriate information sources			
Search written, oral and technological information			
Interview primary sources			
Hypothesize and test for results			
Compile numerical and statistical data			
Classify and sort information into categories			
Gather information from a number of sources			
Patiently search for hard-to-find information			
Utilize electronic search methods			
Plan and Organize			
Identify and organize tasks or information			
Coordinate people, activities and details			
Develop a plan and set objectives			
Set up and keep time schedules			
Anticipate problems and respond with solutions			
Develop realistic goals and action to attain them			
Arrange correct sequence of information and actions			
Create guidelines for implementing an action			
Create efficient systems			
Follow through, insure completion of a task			
Counsel and Serve			
Counsel, advise, consult, guide others			
Care for and serve people; rehabilitate, heal			
Demonstrate empathy, sensitivity and patience			
Help people make their own decisions			
Help others improve health and welfare			
Listen empathically and with objectivity			
Coach, guide, encourage individuals to achieve goals			
Mediate peace between conflicting parties			
Knowledge of self-help theories and programs			
Facilitate self-awareness in others			

Interpersonal Relations			
Convey a sense of humor			
Anticipate people's needs and reactions			
Express feelings appropriately			
Process human interactions, understand others			
Encourage, empower, advocate for people			
Create positive, hospitable environment			
Adjust plans for the unexpected			
Facilitate conflict management			
Communicate well with diverse groups			
Listen carefully to communication			
Leadership			
Envision the future and lead change			
Establish policy			
Set goals and determine courses of action			
Motivate/inspire others to achieve common goals			
Create innovative solutions to complex problems			
Communicate well with all levels of the organization			
Develop and mentor talent			
Negotiate terms and conditions			
Take risks, make hard decisions, be decisive			
Encourage the use of technology at all levels			
Management			
Manage personnel, projects and time			
Foster a sense of ownership in employees			
Delegate responsibility and review performance			
Increase productivity and efficiency to achieve goals			
Develop and facilitate work teams			
Provide training for development of staff			
Adjust plans/procedures for the unexpected			

Facilitate conflict management			
Communicate well with diverse groups			
Utilize technology to facilitate management			
Financial			
Calculate, perform mathematical computations			
Work with precision with numerical data			
Keep accurate and complete financial records			
Perform accounting functions and procedures			
Compile data and apply statistical analysis			
Create computer generated charts for presentation			
Use computer software for records and analysis			
Forecast, estimate expenses and income			
Appraise and analyze costs			
Create and justify organization's budget to others			
Administrative			
Communicate well with key people in organization			
Identify and purchase necessary resource materials			
Utilize computer software and equipment			
Organize, improve, adapt office systems			
Track progress of projects and troubleshoot			
Achieve goals within budget and time schedule			
Assign tasks and sets standards for support staff			
Hire and supervise temporary personnel as needed			
Demonstrate flexibility during crisis			
Oversee communication, email and telephones			
Create and Innovate			
Visualize concepts and results			
Intuit strategies and solutions			
Execute color, shape and form			
Brainstorm and make use of group synergy			

Communicate with metaphors			
Invent products through experimentation			
Express ideas through art form			
Remember faces, accurate spatial memory			
Create images through, sketches, sculpture, etc.			
Utilize computer software for artistic creations			
Construct and Operate			
Assemble and install technical equipment			
Build a structure, follow proper sequence			
Understand blueprints and architectural specs			
Repair machines			
Analyze and correct plumbing or electrical problems			
Use tools and machines			
Master athletic skills			
Landscape and farm			
Drive and operate vehicles			
Use scientific or medical equipment			

Source: University of Virginia, Career Services