



CAREER SERVICES

Illinois State University

Transferable Skills

Transferable skills, often called soft skills or competencies, are skill sets you fine-tune and develop in one experience and transfer to another. Transferable skills can be gained anywhere – classes, jobs, internships, volunteering, working with faculty, etc. According to the National Association of Colleges and Employers, the most desirable transferable skills employers from all industries seek are noted below. When in doubt on what to put your resume, include experiences where you have used these skills.

Reflect on your experiences with these skill sets and write below how you demonstrated that skill. If you do not have experience with a skill or the experience is limited, make a note and be intentional with growing in that skill.

INTERCULTURAL FLUENCY

CRITICAL THINKING

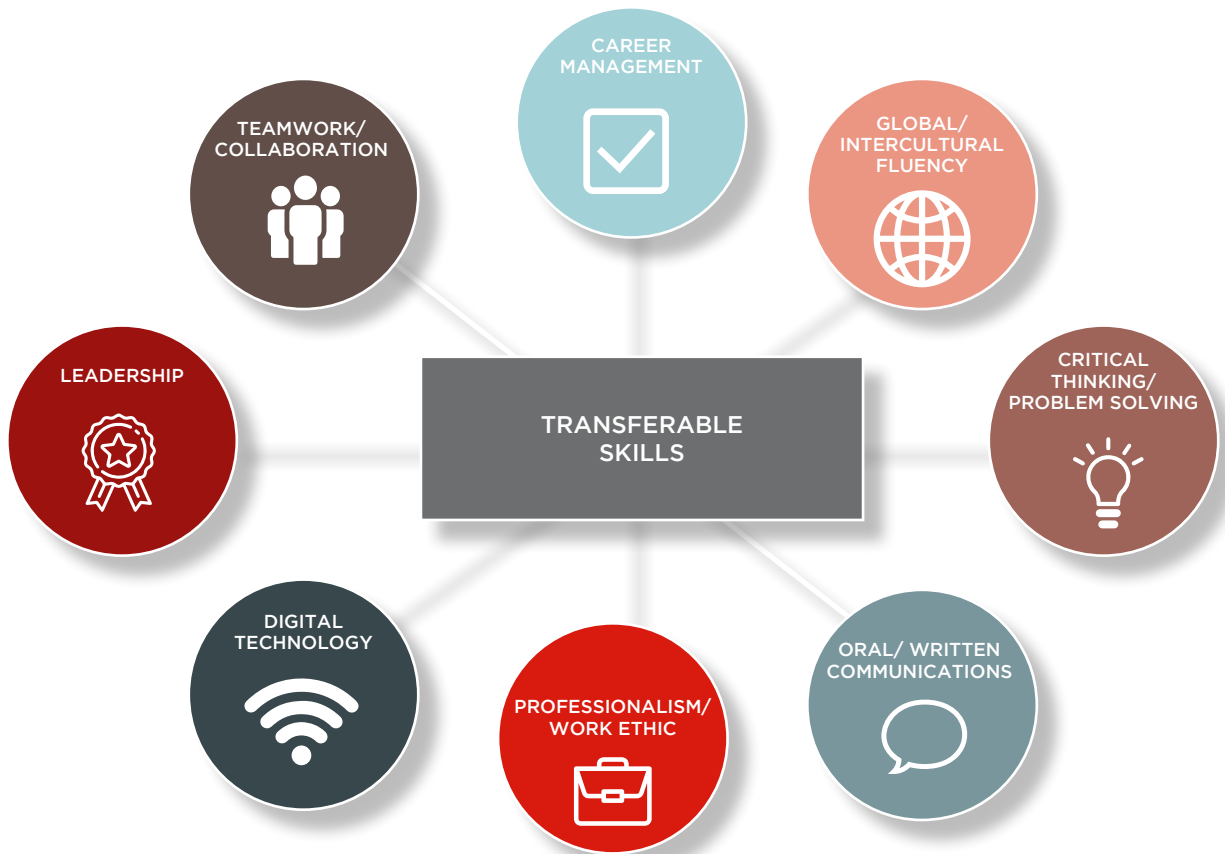
PROFESSIONALISM

DIGITAL TECHNOLOGY

LEADERSHIP

CAREER MANAGEMENT

TEAMWORK & COLLABORATION



GLOBAL/INTERCULTURAL FLUENCY

- Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions
- Demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people
- Understand individuals' differences

CRITICAL THINKING/PROBLEM SOLVING

- Exercise sound reasoning to analyze issues, make decisions, and overcome problems
- Able to obtain, interpret, and use knowledge, facts, and data
- Demonstrate originality and inventiveness

ORAL/WRITTEN COMMUNICATIONS

- Articulated thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization
- Demonstrate public speaking skills
- Able to express ideas to others
- Write/edit memos, letters, and complex technical reports clearly and effectively

PROFESSIONALISM/WORK ETHIC

- Demonstrate personal accountability and effective work habits
- Work productively with others and manage time workload
- Understand the impact of non-verbal communication on professional work image
- Demonstrate integrity and ethical behavior, act responsibly with the interests of the larger community in mind
- Able to learn from mistakes

DIGITAL TECHNOLOGY

- Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals
- Demonstrate effective adaptability to new and emerging technologies

LEADERSHIP

- Leverage the strengths of others to achieve common goals
- Use interpersonal skills to coach and develop others
- Able to assess and manage emotions and those of others
- Use empathetic skills to guide and motivate; and organize, prioritize, and delegate work

TEAMWORK/COLLABORATION

- Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints
- Able to work within a team structure
- Negotiable and manage conflict

CAREER MANAGEMENT

- Able to identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals
- Able to identify areas necessary for professional growth
- Navigate and explore job options, understands and can take the steps necessary to pursue opportunities
- Understand how to self-advocate for opportunities in the workplace