

## TRANSFERABLE SKILLS INVENTORY WORKSHEET

All job skills are transferable. As you analyze your skills, do not just think about the job titles you have held, think about the specific things you did on each job. Consider the skills you possess, the skills you do not possess and the skills you want to develop or refine.

When you are done, compare your skills with the skills required in the jobs that interest you. This will enable you to understand how well you qualify for a position. Also, you will have an idea of how well you are qualified or what additional training or experience you need.

### Instructions

**Step 1:** Read the Skills Area column and circle all the skills that you possess.

**Step 2:** Use the Competency Rating to rate each of the skills in the Rating column.

**Step 3:** Make a check mark in the Interest column next to the skills that you want to use or develop in the future.

**Step 4:** If you have skills that are not listed, add them to the inventory.

### EXAMPLE

Skill Area	Rating	Interest
Advised	3	
Invented		
Supervised	1	✓
Wrote		

#### Competency Rating

1 = Exposure, 2 = Experience, 3 = Expert

Skill Area (example)	Rating	Interest
Adapted (teaching styles/special tools)		
Administered (programs)		
Advised (people/peers/job-seekers)		
Analyzed (data/blueprints/schematics/policies)		
Appraised (services/value)		
Arranged (meetings/events/training programs)		
Assembled (automobiles/computers/apparatus)		
Audited (financial records/accounts payable)		
Budgeted (expenses)		
Calculated (numerical data/annual costs/mileage)		
Cataloged (art collection/technical publications)		
Checked (accuracy/other's work)		
Classified (documents/plants/animals)		
Cleaned (houses/auto parts)		
Coached (teams/students/athletes)		
Collected (money/survey information/data/samples)		
Compiled (statistics/survey data)		
Confronted (people/difficult issues)		
Constructed (buildings)		

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<b>Skill Area</b>	<b>Rating</b>	<b>Interest</b>
<b>Consulted</b> (on new designs/investment strategy)		
<b>Coordinated</b> (events/work schedules)		
<b>Corresponded</b> (with other departments/colleagues)		
<b>Counseled</b> (students/peers/job-seekers)		
<b>Created</b> (new programs/artwork/internet sites)		
<b>Cut</b> (diamonds/concrete/fabric/glass/lumber)		
<b>Decided</b> (which equipment to buy/priorities)		
<b>Delegated</b> (authority)		
<b>Designed</b> (data systems/greeting cards)		
<b>Directed</b> (administrative staff/theatre productions)		
<b>Dispensed</b> (medication/information)		
<b>Displayed</b> (results/products/artifacts)		
<b>Distributed</b> (products/mail)		
<b>Dramatized</b> (ideas/problems/plays)		
<b>Edited</b> (publications/video tape/film)		
<b>Entertained</b> (people)		
<b>Established</b> (objectives/guidelines/policies)		
<b>Estimated</b> (physical space/costs/staffing needs)		
<b>Evaluated</b> (programs/instructors/peers/students)		
<b>Exhibited</b> (plans/public displays/evidence)		
<b>Expressed</b> (interest in development projects)		
<b>Facilitated</b> (multimedia exhibit/conflict resolution)		
<b>Found</b> (missing persons/appropriate housing)		
<b>Framed</b> (houses/pictures)		
<b>Generated</b> (interest/support)		
<b>Grew</b> (plants/vegetables/flowers)		
<b>Handled</b> (detailed work/data/complaints/toxins)		
<b>Hosted</b> (panel discussions/foreign students)		
<b>Implemented</b> (registration system/new programs)		
<b>Improved</b> (maintenance schedule/systems)		
<b>Initiated</b> (production/changes/improvements)		
<b>Inspected</b> (physical objects/repairs/electrical work)		
<b>Installed</b> (software/bathrooms/electrical systems/parts)		
<b>Interpreted</b> (languages/new laws/schematics/codes)		
<b>Interviewed</b> (people/new employees)		
<b>Invented</b> (new ideas/machine parts)		
<b>Investigated</b> (problems/violations/fraud)		
<b>Landscaped</b> (gardens/public parks/indoor gardens)		
<b>Led</b> (foreign tours/campus tours)		
<b>Listened</b> (to others/to conference calls)		
<b>Located</b> (missing information/facilities)		
<b>Maintained</b> (transportation fleet/aircraft/diesel engines)		
<b>Managed</b> (an organization/a mail room/a retail store)		
<b>Measured</b> (boundaries/property lines/bridge clearance)		
<b>Mediated</b> (between people/civil settlements)		
<b>Met</b> (with dignitaries/public/community groups)		

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<b>Skill Area</b>	<b>Rating</b>	<b>Interest</b>
<b>Monitored</b> (progress of others/water flow/electric usage)		
<b>Motivated</b> (workers/trainees)		
<b>Negotiated</b> (contracts/sales/labor disputes)		
<b>Operated</b> (equipment/hydraulic test stand/robotics equipment)		
<b>Organized</b> (tasks/library books/data bases)		
<b>Painted</b> (houses/cars/aircraft/interiors)		
<b>Patrolled</b> (runways/public places/property/buildings)		
<b>Persuaded</b> (others/customers)		
<b>Planned</b> (agendas/international conferences)		
<b>Predicted</b> (future needs/stock market trends)		
<b>Presented</b> (major selling points/new products)		
<b>Prepared</b> (reports/meals/presentations)		
<b>Printed</b> (books/reports/posters)		
<b>Processed</b> (human interactions)		
<b>Programmed</b> (computers)		
<b>Promoted</b> (events/new products/new technology)		
<b>Proofread</b> (news/reports/training materials)		
<b>Protected</b> (property/people)		
<b>Published</b> (reports/books/software)		
<b>Purchased</b> (equipment/supplies/services)		
<b>Questioned</b> (people/survey participants/suspects/witnesses)		
<b>Raised</b> (performance standards/capital investments)		
<b>Read</b> (volumes of material/news releases)		
<b>Recorded</b> (data/sales totals/music/video)		
<b>Recruited</b> (people for hire/executives/Marines)		
<b>Rehabilitated</b> (people/old buildings)		
<b>Repaired</b> (mechanical devices/exhaust systems)		
<b>Reported</b> (findings/monthly activity)		
<b>Researched</b> (library documents/cancer/diseases)		
<b>Renewed</b> (programs/contracts/insurance policies)		
<b>Reviewed</b> (program objectives/books and movies)		
<b>Revised</b> (instructional materials)		
<b>Scheduled</b> (social events/doctor's appointments)		
<b>Sold</b> (advertising space/real estate/cars)		
<b>Served</b> (individuals)		
<b>Sewed</b> (parachutes/clothing/upholstery)		
<b>Signed</b> (for the hearing impaired)		
<b>Sketched</b> (charts and diagrams)		
<b>Spoke</b> (in public)		
<b>Supervised</b> (others)		
<b>Taught</b> (classes/math/science)		
<b>Tailored</b> (clothing/services)		
<b>Televised</b> (conferences/training/events/shows)		
<b>Tested</b> (new designs/students/employees)		
<b>Updated</b> (files)		
<b>Verified</b> (reports/identity)		

*Competency Rating*

1 = *Exposure*, 2 = *Experience*, 3 = *Expert*

Skill Area	Rating	Interest
<b>Volunteered</b> (services/time)		
<b>Wrote</b> (reports/training manuals)		
<b>Weighed</b> (trucks/patients/precious metals)		
<b>Welded</b> (bike frames/airframes/alloys)		
<b>X-rayed</b> (limbs/stressed equipment)		
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**Notes:**