



Here is a list of some  
**Transferable Skills**

Transferable skills are skills that can transfer from one job or occupation to the next. Are these important skills to you?



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- Meets Deadlines
- Increases Efficiency
- Public Speaker
- Leads Others
- Supervises Others
- Accepts Responsibility
- Solves Problems
- Works Well With People
- Organizes People
- Celebrates Diversity
- Works Toward Desired Results
- Effective Communicator
- Works Through Problems
- Plans Ahead
- Handles Money Responsibly

- Organizes Projects
- Resolves Conflicts Peacefully
- Knows How To Manage A Budget
- Understands Information
- Evaluates Information Properly
- Researches Topics
- Works Well With Money
- Uses Technology
- Increases Sales
- Gathers Information
- Team Player
- Encourager
- Willingness To Assist Others
- Active Listener
- Diplomatic
- Friendly/Inviting



Go back and circle the skills that you have. Below, add any transferable skills that you believe we have forgotten.

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