

TRANSFERABLE SKILLS

Key Skills (more responsibility, better pay, highly valuable)

Meet deadlines	Supervise others	Solve problems
Understand/manage budgets	Instruct others	Manage people
Organize/manage projects	Public speaking	Accept responsibility
Plan	Increase efficiency	Manage money

Working with Things

Assemble/construct	Grow plants	Draw
Operate tools/machines	Move things	Raise/train/tend animals
Drive/operate vehicles	Repair things	Observe/inspect
Make things		

Working with Data

Analyze data	Budget	Check for accuracy
Compare/compile	Investigate organize	Inspect
Synthesize	Audit records	Calculate/compute order
Evaluate	Keep records	Manage money
Schedule	research	

Working with People

Administer	Care for others	Confront others	Counsel
Demonstrate	Present	Help others	Listen
Interview	Co-operate	Inspire	Coach
Enforce	Persuade	Serve	Sensitive
Entertain	Instruct	Understand	Teach
Mentor			

Using Words/Ideas

Articulate	Verbal communication	Correspond	
Create new ideas	Design	Write clearly	Summarize
Explain	Promote	Read	Public speaking
Remember/recall	edit		

Creative/Artistic

Design	Draw/paint	Improvise	Perform/act
Present artistic ideas	dance		

Leadership

Plan social functions	Facilitate	Decide	Delegate
Direct others	Negotiate	Plan/supervise	Initiate
Conduct meetings	Explain	Mediate	Solve problems
Lead	Motivate	Run a business	

Contact

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