

TRANSFERABLE SKILLS, AREAS OF EXCELLENCE, and CORE COMPETENCIES



Review this list and check the top 12-15 skills that best describe you, then summarize your top 4-5 overarching competencies. This list is not comprehensive (LinkedIn lists 36,000+ skills!). It is meant to spark ideas, so **feel free to change the specific wording, add additional skills, and add more detail about skills.**

***Tip:** Visit the [Job Search Process / Self-Assessment page](#) of the website for a WORD version of this assessment. You can type in your answers instead of printing out this document and handwriting them.*

- | | |
|--|--|
| <input type="checkbox"/> Account Planning/Management | <input type="checkbox"/> Counseling/Advising |
| <input type="checkbox"/> Accounting/Bookkeeping | <input type="checkbox"/> Creative Thinking |
| <input type="checkbox"/> Achievement Orientation | <input type="checkbox"/> Creativity |
| <input type="checkbox"/> Active Listening | <input type="checkbox"/> Critical Thinking |
| <input type="checkbox"/> Adaptability/Resilience | <input type="checkbox"/> Customer Service |
| <input type="checkbox"/> Agility/Quick Learner | <input type="checkbox"/> Customer-Focused |
| <input type="checkbox"/> Analytical Thinking | <input type="checkbox"/> Data Analysis |
| <input type="checkbox"/> Attention to Detail | <input type="checkbox"/> Data Modeling |
| <input type="checkbox"/> Benefits/Compensation | <input type="checkbox"/> Data Visualization |
| <input type="checkbox"/> Brainstorming/Ideation | <input type="checkbox"/> Database Creation/Management |
| <input type="checkbox"/> Budget Management | <input type="checkbox"/> Decision Making |
| <input type="checkbox"/> Business Development | <input type="checkbox"/> Design Thinking |
| <input type="checkbox"/> Change Management | <input type="checkbox"/> Detail Orientation |
| <input type="checkbox"/> Client/Account Management | <input type="checkbox"/> Digital Marketing |
| <input type="checkbox"/> Coaching | <input type="checkbox"/> Diversity/Global Outlook |
| <input type="checkbox"/> Collaboration | <input type="checkbox"/> Editing |
| <input type="checkbox"/> Comfortable with Ambiguity/Complexity | <input type="checkbox"/> Emotional Intelligence |
| <input type="checkbox"/> Compliance/Following Procedures | <input type="checkbox"/> Empathy |
| <input type="checkbox"/> Confidence | <input type="checkbox"/> Equipment Design/Installation |
| <input type="checkbox"/> Conflict Resolution | <input type="checkbox"/> Explaining Complex Concepts |
| <input type="checkbox"/> Content Creation | <input type="checkbox"/> Facilitation |

- Financial Analysis
- Financial/P&L Management
- Flexibility
- Focus
- Follow Through
- Forecasting
- Giving/Receiving Feedback
- Goal Setting
- Graphic Design
- Growth Mindset
- High Achiever
- Hiring/Talent Acquisition
- Honesty/Integrity
- Initiative
- Innovation
- Integrity
- Languages (specify, with proficiency)
- Leadership
- Lean Thinking/Manufacturing
- Mediation
- Mentoring
- Merchandising
- Motivating Others
- Multitasking
- Negotiation
- Office Management
- Organization
- Partnership Development
- Payroll
- People Management
- Persistence/Grit
- Persuasion
- Positive Attitude
- Presentations
- Problem Solving
- Process Design/Improvement
- Procurement
- Product Design
- Program Management
- Programming Languages (specify)
- Project Management
- Proposal/Grant Writing
- Public Speaking
- Quality Control
- Quality Management
- Quick Learner
- Records Maintenance
- Relationship Building
- Reporting
- Research
- Resourcefulness
- Responsiveness
- Results Focus
- Retail Operations
- Risk Analysis/Management
- Risk Taking

- | | |
|---|--|
| <input type="checkbox"/> Sales Planning | <input type="checkbox"/> Team Building |
| <input type="checkbox"/> Sales/Business Development | <input type="checkbox"/> Team Leadership |
| <input type="checkbox"/> Self-Motivation | <input type="checkbox"/> Teamwork |
| <input type="checkbox"/> Selling Ideas/Products | <input type="checkbox"/> Technological Aptitude |
| <input type="checkbox"/> Setting/Meeting Goals | <input type="checkbox"/> Time Management |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> Training |
| <input type="checkbox"/> Software Design/Implementation | <input type="checkbox"/> Troubleshooting |
| <input type="checkbox"/> Statistical Analysis | <input type="checkbox"/> UX Design |
| <input type="checkbox"/> Strategic Planning | <input type="checkbox"/> Verbal Communication |
| <input type="checkbox"/> Strategic Thinking | <input type="checkbox"/> Visual Design |
| <input type="checkbox"/> Supervision | <input type="checkbox"/> Work Ethic |
| <input type="checkbox"/> Supporting Others | <input type="checkbox"/> Workforce Planning/Staffing |
| <input type="checkbox"/> Systems Analysis/Management | <input type="checkbox"/> Working Independently |
| <input type="checkbox"/> Teaching | <input type="checkbox"/> Written Communication |

Transferable Technology Tools:

- Productivity Software (such as Microsoft Office): With software this broad, you might want to specify tasks such as pivot tables or macros in Excel or creating presentations in PowerPoint.
- Project Management and Collaboration Software (such as Trello, Asana, Airtable, Jira, Slack, GSuite)
- Design Software (such as Adobe Creative Suite and Canva, or CAD programs)
- Analytical/Computing Software (such as MatLab and Python; also advanced Excel functions)
- Content Management Systems (such as WordPress, Drupal, and Squarespace)
- Customer Relationship Management/CRM Software (such as Salesforce)
- Enterprise Software/Systems (such as SAS)

Other Skills/Additional Information:

Describe your 4-5 overarching competencies/skill areas:

1. _____
2. _____
3. _____
4. _____
5. _____

Any skills you have that you prefer not to use anymore (“burnout skills”)?

Any skills you would like to enhance or learn more about while you are job searching?

Want to explore how your skill set might apply to different jobs or careers?

Check out the LinkedIn Career Explorer Tool! linkedin.github.io/career-explorer/

*Sources: Indeed; The Muse; LinkedIn; Glassdoor; O*NET, Forbes; Lake Grove Job Seekers*