

Transferable Skills Checklist

These **top eight career-ready competencies** are based on an annual National Association of Colleges and Employers survey of what hundreds of employers are looking for in new graduates across all fields. (See naceweb.org/career-readiness for more information.) Use this checklist to evaluate skills you may already have or need to develop. Then talk about these in your résumé, cover letter and interviews—illustrating them with specific examples.

Critical Thinking/Problem Solving

- ☐ Created a new system or process at work or in the lab?
- ☐ Proposed and conducted independent research?
- ☐ Assessed an obstacle, waste, inefficiency and solved it?

Oral/Written Communication

- ☐ Presented a poster, seminar or conference talk?
- ☐ Developed communication by teaching, sales, customer service?
- ☐ Wrote/published public-facing articles, blogs, etc.?

Teamwork/Collaboration

- ☐ Collaborated with XX number of people in XX different positions?
- ☐ Created something as part of a diverse team?
- ☐ Managed conflict, solved customer complaints, helped people?

Digital Technology

- ☐ Skilled in field-specific technology (GIS, programming, design), etc.?
- ☐ Demonstrated ability to adopt new technologies readily?

Leadership

- ☐ Held an officer position in a student or community organization?
- ☐ Organized a fundraiser, chaired a committee, lead a project?
- ☐ Trained/mentored/managed XX number of people?

Professionalism/Work Ethic

- ☐ Demonstrated meeting deadlines/prioritizing competing projects?
- ☐ Promoted/trusted with higher responsibility?

Career Management

- ☐ Pursued new skills, courses, certificates to advance in your field?
- ☐ Showed ability to function independently/manage your own goals?

Global/Intercultural Fluency

- ☐ Adapted your communication to various backgrounds, ages, cultures?
- ☐ Studied, interned, researched abroad or worked with global collaborators?
- ☐ Learned a language other than English?