TEN HOTTEST TRANSFERABLE SKILLS

Some skills are more equal than others. Identify your most powerful talents, with the implied assumption that every skill can find a home somewhere. While you expect all functional and adaptive skills to have definite value, you must recognize that certain skills are universally greeted with enthusiasm by almost every employer because these skills occur with some good judgment. Look for them in the nonpaid activity of your spare time, and comb your past experiences for evidence of them.

1) BUDGET MANAGEMENT
   - Responsibility for budget management.
   - Dispensing funds.
   - Budget control.
   - Fiscal control.

2) SUPERVISING
   - Responsibility for work of others.
   - Direct contact of work of others.
   - Exposure to the difficulties of giving orders.
   - Delegating tasks.
   - Understanding other person’s viewpoint.

3) PUBLIC RELATIONS
   - Meeting or relating to public.
   - Greeting visitors, answering phone complaints.
   - Selling ads to business people.
   - Explaining programs to prospective clients.

4) COPING WITH DEADLINES PRESSURE
   - Producing good work when it is required by external deadlines.
   - Ability to function on someone else’s schedule--under pressure.

5) NEGOTIATING/ARBITRATING
- Dealing openly and effectively with people in ambiguous situations.
- Bringing warring factions together.
- Resolving differences between groups or individuals.
- Making demands on behalf of one constituency to those in positions of power.

6) SPEAKING
- Taking a leadership role in any organization.
- Public speaking.
- Writing speeches.
- Getting across ideas and motivating people.

7) WRITING
- Writing letters to newspaper editors.
- Writing newsletters for club or organization.
- Technical writing.
- Writing for enjoyment

8) ORGANIZING / MANAGING / COORDINATING
- A church supper.
- A parade
- Organizing people.
- Delegating tasks to others.

9) INTERVIEWING
- Interviewing for information.
- Interviewing people to work for you.
- Interviewing people for club membership or group activity.

10) TEACHING / INSTRUCTING
- Teaching in a classroom setting.
- Teaching individuals in a work setting.
- Teaching Little League or recreational activities.