



PRESBYTERIAN COLLEGE

**Office of Career Services and Internships**  
**Transferable Skills**

As a liberal arts graduate, you will have developed many key skills that will apply to any job or situation. The following list will help you identify and express your skills and abilities:

**Key Transferable, Work Survival Skills**

- Punctuality
- Accept responsibility
- Multi-tasking
- Attend to detail
- Make and keep a schedule
- Accept and learn from feedback

**Interpersonal**

- Listen actively
- Perception
- Conflict resolution
- Teaching
- Develop rapport
- Provide support
- Interact with diverse people
- Cooperation
- Represent others
- Group dynamics

**Communication**

- Public Speaking
- Express ideas effectively – in writing and speaking
- Negotiate
- Persuade
- Edit
- Summarize
- Report information
- Interview
- Explain/interpret
- Listen attentively
- Facilitate groups
- Provide appropriate feedback
- Perceive non-verbal messages

**Critical Thinking**

- Defining/assessing a problem
- Gather information objectively
- Analyzing connections
- Assess course of action
- Creating solutions

**Organization**

- Plan projects
- Assess needs
- Set goals/priorities
- Imagine alternatives
- Develop evaluation strategies
- Coordinate research
- Evaluate

**Research/Investigation**

- Identify problems
- Examine data
- Identify information sources
- Gather and organize data
- Use statistical applications
- Extract important data
- Create ideas

**Management**

- People – instruct others, negotiate, motivate, mediate conflict, teach/counsel
- Money – individual, organization budgets
- Time – meet deadlines, set goals
- Information – sort data, evaluate information/rank information
- Projects – plan events, analyze and coordinate tasks, delegate responsibilities