



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