



Transitional Skills to Build A New Career

Emphasizing your Transferable and Marketable Skills in your Resume

What are the most the most global skills and qualities? Think about what you have that hiring managers seek:

- Communication skills (oral and written)
- Teamwork & interpersonal skills
- Leadership skills
- Work-ethic traits, such as drive, stamina, effort, self-motivation, diligence, ambition, initiative, reliability, positive attitude toward work, loyalty, dedication
- Logic, intelligence, proficiency in field of study

These skills are considered a cluster of the 5 most important by hiring managers. Some or all of the above skills will be required in just about any job in your career.

Beyond these commonalities and the five skill clusters, experts mention additional sought-after skills and characteristics, including:

- Organizational skills
- Entrepreneurial skills, a popular contemporary buzzword that encompasses the skills that people use when they start their own businesses. These skills include the capacity to be a self-starter, the ability to manage projects, and a talent for marketing oneself.
- Confidence
- Critical thinking and problem-solving skills
- Flexibility
- Ability to acquire new technical, analytical, computer or foreign-language skills quickly (Quick Learner)
- The ability to sell ideas and persuade others
- Creative problem-solving talents
- Ability to follow orders

Website Resources

http://www.ceswoodstock.org/job_search/resumeskillsid.shtml

http://www.quintcareers.com/transferable_skills_set.html

<http://career-advice.monster.com/resumes-cover-letters/resume-writing-tips/change-careers-transferable-skills/article.aspx>

http://www.cfs.purdue.edu/htm/documents/Transferable_skills.pdf