

QUALITIES EMPLOYERS MAY SEEK IN APPLICANTS

Employers know that you will need to be trained on the specifics of the position once you are hired. However, they want to know if you have the transferable skills that indicate that you will fit in the organization and be a positive, contributing and productive employee.

Employers will evaluate these skills by reviewing your cover letter and your resume, and by interviewing you. Therefore, it is crucial that in each of these situations you tell your story and show specific examples of how you have gained these types of skills. Review your resume and cover letter. Do they highlight these skills? Can you describe specific situations in an interview that will display these skills?

EXAMPLES OF TRANSFERABLE SKILLS:

Communication Skills

- Writing effectively
- Public speaking
- Persuasion
- Negotiation
- Ability to listen to others

Leadership Skills

- Leading others
- Supervision
- Project management
- Analytical skills
- Budget management

Human Relations

- Teamwork
- Ability to work with diverse populations
- Flexibility in thought and behavior
- Conflict resolution
- Rapport building

General Work Skills

- Interest in continuous learning
- Creativity
- Coping with deadline pressure
- Tolerance for ambiguity
- Independence
- Thinking critically
- Honesty and integrity
- Initiative
- Strong work ethic
- Research skills
- Sense of humor
- Stress management
- Acceptance of responsibility
- Deadline-oriented
- Attention to detail
- Responsive to feedback
- Innovation
- Goal-oriented

Please visit with a career counselor if you need assistance reviewing your transferable skills or to ensure that these skills are showcased in your resume, cover letter and responses to interview questions.