

Education	Life	Next Job	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	act/perform
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	adapt to situations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	advise people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	analyze data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	anticipate problems
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	appraise service
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	arrange functions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	assemble products
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	assess situations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	audit records
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	bargain/barter
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	be cost conscious
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	be responsible for
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	budget money
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	build
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	buy products/services
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	calculate numbers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	chart information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	check for accuracy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	classify information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	collect money
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	communicate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	compare data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	compile statistics
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	compute data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	conceptualize
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	conduct
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	confront others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	construct buildings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	consult w/ others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	contact others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	contact w/ others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	control costs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	control people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	control situations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	converse w/ others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	coordinate activities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	cope w/ deadlines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	copy information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	correspond w/ others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	create
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	delegate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	deliver
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	demonstrate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	design
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	detail
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	detect
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	determine
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	develop
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	direct others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	dispense information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	distribute

Education	Life	Next Job	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	do precision work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	do public relations work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	draft
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	drive
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	edit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	encourage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	endure long hours
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	enforce
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	entertain
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	establish
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	estimate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	evaluate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	examine
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	exchange
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	exhibit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	expand
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	expedite
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	explain
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	explore
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	file records
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	find information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	fix/repair
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	follow directions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	follow through
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	gather information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	gather materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	generate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	guide/lead
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	handle complaints
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	handle equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	handle money
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	help people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	illustrate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	imagine solutions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	implement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	improve
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	improvise
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	inform people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	initiate actions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	inspect products
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	install
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	instruct
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	interpret data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	interview people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	invent
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	inventory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	investigate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	lead people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	learn
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	learn quickly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	liaise
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	lift (heavy)

Education	Life	Next Job	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	lift (moderate)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	listen
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	locate information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	log information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	make/create
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	make decisions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	make policy
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	manage a business
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	manage people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	measure boundaries
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	mediate problems
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	meet the public
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	memorize information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	mentor others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	monitor progress
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	motivate others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	move materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	negotiate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	nurse
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	nurture
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	observe
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	obtain
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	operate equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	order goods/supplies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	organize data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	organize people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	organize tasks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	own/operate business
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	paint
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	perceive needs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	perform routine work
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	persuade others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	plant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	prepare materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	print
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	process information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	process materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	produce
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	program
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	promote
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	protect property
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	provide maintenance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	question others
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	raise money
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	read reference books
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	recommend
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	record data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	recruit people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	rectify
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	reduce costs
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	refer people

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	rehabilitate people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	shape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	transfer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	remember information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	signal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	translate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	remove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	size up situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	travel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sketch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	treat
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	replace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	socialize	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	troubleshoot
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	report information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	solve problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	tutor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	type
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	resolve problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	speak in public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	understand
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	restore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	unite people
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	retrieve information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	supervise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	update information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	upgrade
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	run meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	use hand/eye coord.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	use words correctly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	seek out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	synthesize	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	verify
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	select	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	tabulate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	visit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	take instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	visualize
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	separate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	tend equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	volunteer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sequence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	weigh
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	service customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	think ahead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	work quickly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	service equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	think logically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	write procedures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	set goals/objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	tolerate interruptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	write promo material
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	set up equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	track	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	write proposals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	set up systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	train/teach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	write reports
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	transcribe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	write technical work

Once you've identified your transferable skills, you need to develop them into statements that you can make in an interview, which will show employers that

you are the best person for the job. Below are sample statements about transferable skills. Each is followed by an example and a connection to a specific job.

Transferable skill statement	<i>"I can meet deadlines."</i>
<u>Example</u>	"While in school, I rarely missed a due date on an assignment."
<u>Connection</u>	"If I was able to meet deadlines in school, I will also be able to meet your work deadlines and quotas."
Transferable skill statement	<i>"I can keep financial records."</i>
<u>Example</u>	"As a full-time homemaker I handled all of the family money, including savings and checking, without ever bouncing a check or failing to pay a bill on time."
<u>Connection</u>	"If I could handle the family finances so well for twenty years, while taking care of all of the other household chores at the same time, I could be a good account clerk for you."
Transferable skill statement	<i>"I am a well-organized person."</i>
<u>Example</u>	"At my last job I had six bosses. I had to organize my time and set priorities to get the job done to everyone's satisfaction."
<u>Connection</u>	"If I could handle that confusion, I'm sure I'll be able to deal with the organizational demands of this job."
Transferable skill statement	<i>"I'm a good explainer."</i>
<u>Example</u>	"Whenever anyone at work had trouble understanding a procedure, they came to me for an explanation."
<u>Connection</u>	"I can learn quickly, train new workers, and help others."