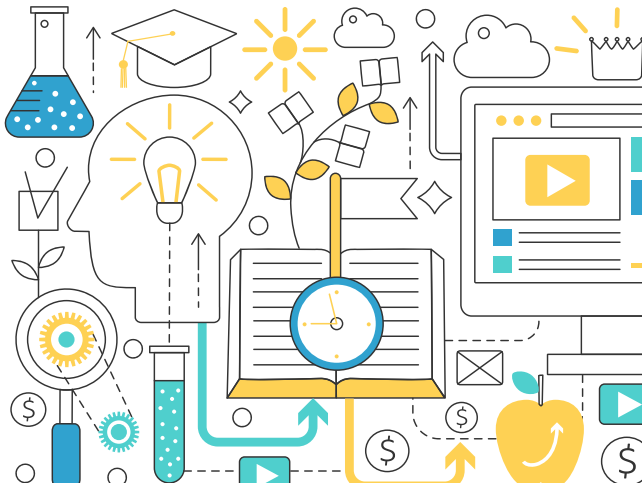


# Work Experience and Transferable Skills



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Resources for  
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## Are you worried you lack job experience?

You may feel you have little or no experience to outline on your resume. People often let this affect their confidence when looking for work.

Don't be discouraged. You likely have many strengths called transferable skills which are good to highlight to a potential employer.

Look at the list of different skills and ask yourself, "Where have I used these skills before and when can I use them in the job I am applying to?"

These transferable skills can be listed on your resume.

### Communication Skills

- Speaking effectively
- Listening attentively
- Writing concisely
- Expressing ideas
- Giving appropriate feedback
- Noticing nonverbal messages
- Maintaining poise in public situations
- Thinking quickly
- Reporting information
- Describing feelings

### Planning Skills

- Predicting or anticipating
- Creating ideas
- Identifying problems
- Imagining alternatives
- Identifying resources
- Suggesting change
- Selling products
- Managing conflict

### General Work Skills

- Operating computers or office equipment
- Telephone skills
- Cooperative
- Punctual
- Following directions
- Manage time
- Pay attention to details
- Meet goals
- Enlist help
- Accept responsibility
- Organizing
- Ability to adapt to new situations
- Finding new solutions to problems