

SKILLS

The skills listed below are necessary in all professions and are commonly sought after by most employers. Consider your level of ability in each. If any need to be sharpened, plan on meeting with a career professional in the Office of Career Services to discuss ways to obtain or develop them.

Content Skills	Transferrable Skills	Key Competencies
Also known as “hard skills” because they are easier to prove and measure (you might be tested as part of the application process)	Generally apply to or transfer to a variety of settings *be able to prove with examples	Critical for success in today’s economy *be able to prove with examples
<ul style="list-style-type: none"> • Writing Proficiency • Computer Literacy (software programs/packages) • Hardware acumen (networking) • Foreign Languages • Typing Speed • Presentation/Public Speaking 	<ul style="list-style-type: none"> • Leadership • Team Work • Communication (Written) • Problem-Solving • Analytical/Quantitative • Technical • Communications (Verbal) • Computer • Detail-Orientation • Organizational • Strategic Planning • Entrepreneurial 	<ul style="list-style-type: none"> • Integrity • Innovation • Initiative • Commitment • Judgement • Decision-Making • Strong Work-Ethic • Flexibility/Adaptability • Interpersonal • Friendly/Outgoing • Tactfulness • Creativity
Best to put on a resume	Best to use in a cover letter or in the interview with examples	Best to use in a cover letter or interview with examples
***Put any on the resume if mentioned in the job description as beneficial for “keyword” searches—but only if you really have them!		

*Examples can be from college experiences, past or current work, volunteer or internship experiences.

Think in terms of the acronym **S.T.A.R.** when giving examples of your less tangible skills (describe the **S**ituation or **T**ask, **A**ctions that you took, and the **R**esults-in an interview or cover letter) to prove that you have the skill.