

IDENTIFYING YOUR MOST MARKETABLE SKILLS

NORTHWESTERN MICHIGAN COLLEGE
CAREER & EMPLOYMENT SERVICES

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The following pages contain information that will help you identify your skills. They are used extensively to write your resume and cover letters and to prepare for your interview. A part of this information is taken from "The Wizard of Work, 88 Pages to Your Next Job" by Richard Gaither, Ten Speed Press.

Introduction

During the job search process, the ability to instantly identify and discuss your most marketable skills is paramount. These skills are used in your resumes, cover letters, prospect letters, follow-up letters, and job interviews to **convince** an employer that you have the ability to perform the job you are applying for. To do this you will need to develop a *career vocabulary* for the field you wish to enter.

Job Skills

The first category of skills is Job Skills. These skills are unique for each position and consist of technical or specific abilities required to do the job. The essential job skills are usually included in the job posting and the position description. Examples of these are computer skills, machine operation skills, specific types of writing skills, etc. The Michigan Occupational Information System www.mois.org and America's Career Information Network, www.acinet.org, can help you identify skills required for various occupations. List and know your twenty top job skills and be able to give three examples of when you have used each one.

To find your skills: (1) Write down every skill you think you can bring to your next employer, (2) write down three examples when you have used that skill and if you can't, disregard that skill, and (3) ask yourself if those are the skills the employer wants and/or is it a skill an employer would pay you money to use.

Fitting In Skills

The number one reason people are fired or laid off for cause is the lack of *fitting-in skills*. These skills are often referred to as personality traits. They are very important because these are the skills that allow you to fit-in to the employers team. It is extremely important that you convince your potential employer that you have the skills he or she feels are important.

You can identify your fitting-in skills by doing the following:

1. Using the "List of Fitting-In Skills," ask someone to rapidly read you the skills listed and check each skill you feel accurately describes you.
2. Review the skills you have checked and ask yourself if this is a skill an employer would consider a positive skill and double check those skills.
3. From step two, list your top 20 fitting-in skills.

Transferable Skills

Transferable skills are skills that you bring to the job from other work, education, or life's experiences. They may or may not be directly related to the position but show that you can do more than the basic requirements required. These skills show you are experienced, demonstrate versatility, and provide incentive to hire you. Communicating these to a prospective employer also shows that you have given considerable thought to what you have to offer. If you are changing careers, these skills are extremely valuable because they prove your ability to perform and learn a position faster and better than others despite a lack of directly related work experience.

1. Have someone read the List of Transferable Skills, enclosed in this booklet, to you and you check the skills that you immediately believe you have.
2. Verify those skills by writing down three current examples of when you have used each of these skills. Of those you can give three examples, check them a second time.
3. Review each double-checked skills and circle the skills you will probably use on the job you are seeking.
4. From this list, select twenty of your best transferable skills.

Identify The Skills You Will Use

1. Pick 10 skills from the 20 skills you identified in each category that best show your qualifications for the position you are seeking and memorize them.
2. For each skill, repeatedly practice stating the three examples of when you have used that skill
3. Know these skills so well that you can immediately recall each of them and give the three examples. You will use these skills in an interview, writing a resume or cover letter, or completing and application for employment.

LIST OF FITTING-IN SKILLS

Academic	Confident	Experienced	Leisurely	Productive	Talkative
Accurate	Conforming	Expert	Light-hearted	Progressive	Teachable
Active	Conscientious	Expressive	Likable	Proud	Tenacious
Adaptable	Conservative	Extravagant	Logical	Prudent	Thorough
Adept	Considerate	Fair-minded	Loyal	Punctual	Thoughtful
Adventurous	Consistent	Far-sighted	Materialistic	Purposeful	Thrifty
Affectionate	Constructive	Firm	Mature	Quick	Tidy
Aggressive	Conventional	Flexible	Methodical	Quick-thinking	Tolerant
Alert	Cool	Flirtatious	Meticulous	Quiet	Tough
Ambitious	Cooperative	Forceful	Mild-mannered	Rational	Trusting
Analytical	Courageous	Forgiving	Moderate	Realistic	Trustworthy
Arrogant	Creative	Formal	Modest	Reasonable	Unassuming
Artistic	Critical	Frank	Naturalist	Reliable	Uncommon
Assertive	Curious	Friendly	Nonconforming	Reserved	Understanding
Astute	Daring	Generous	Open-minded	Resourceful	Unexcitable
Attentive	Deliberate	Gentle	Reflective	Respectful	Uninhibited
Attractive	Democratic	Good character	Relaxed	Responsible	Unique
Authentic	Dependable	Objective	Opportunistic	Retiring	Verbal
Authoritative	Detailed	Good-natured	Orderly	Risk-taking	Versatile
Aware	Determined	Obliging	Organized	Robust	Vigorous
Bold	Dignified	Gracious	Original	Self-confident	Visionary
Brash	Diplomatic	Healthy	Outgoing	Self-controlled	Warm
Broadminded	Disciplined	Honest	Outstanding	Self-reliant	Witty
Businesslike	Discreet	Humanistic	Painstaking	Sense of humor	
Calm	Discriminating	Humorous	Patient	Sensible	
Candid	Dominating	Idealistic	Peaceable	Serious	
Capable	Dynamic	Imaginative	Penetrating	Sharp-witted	
Careful	Eager	Impulsive	Perceptive	Shrewd	
Caring	Easygoing	Independent	Perfectionistic	Sincere	
Cautious	Eccentric	Individualistic	Persevering	Sociable	
Challenges, likes	Economical	Industrious	Pioneering	Sophisticated	
Charming	Effective	Informal	Playful	Spontaneous	
Cheerful	Efficient	Ingenious	Pleasant	Spunky	
Clear-thinking	Empathic	Innovative	Pleasure-seeker	Stable	
Clever	Energetic	Integrity, has	Poised	Steady	
Competent	Enterprising	Intellectual	Polite	Strong-willed	
Competitive	Enthusiastic	Intuitive	Positive	Successful	
Composed	Exceptional	Inventive	Practical	Sympathetic	
Concerned	Exhibitionistic	Kind	Precise	Tactful	

List Of Transferable Skills

1. Abstract or conceptualize ideas
2. Act as liaison, go-between, or intermediary
3. Act or perform for audiences
4. Adapt to changing situations and needs
5. Adapt tools, machinery, and equipment
6. Address or talk to individual people and groups
7. Adjust, arrange, or adapt information
8. Adjust or align tools or equipment
9. Administer projects or events
10. Advise people
11. Aim or shoot straight
12. Allocate, disperse, or give away resources
13. Amuse people
14. Analyze information, data, or situations
15. Analyze tasks
16. Anticipate problems and unusual situations
17. Apply finishes, like paints or protectants
18. Apply information from one situation to another
19. Appraise or evaluate work or services
20. Approve or "OK" the behavior of others
21. Approve or "OK" expenditures
22. Arbitrate or solve problems between people
23. Arrange or organize social gatherings
24. Arrange or organize tools or equipment
25. Assemble or collect data or information
26. Assemble or collect materials
27. Assemble or get people together
28. Assess a person's performance
29. Assess or analyze data or information
30. Assess or analyze people
31. Assess situations
32. Assess the performance of equipment
33. Assign/delegate duties and/or responsibilities
34. Attend or pay attention to detail
35. Attract attention to yourself, others, or ideas
36. Audit or balance financial information
37. Balance objects acrobatically
38. Balance schedules, duties, and tasks
39. Bargain or barter
40. Be innovative, come up with new ideas
41. Bind or wrap items
42. Blast things apart
43. Breed animals
44. Budget money
45. Budget time or resources
46. Build things with tools and equipment
47. Build trust and confidence
48. Calculate or compute numbers
49. Carpet floors
50. Carry, lift, and load
51. Carry out either your own or others' plans
52. Catch objects
53. Chair or oversee meetings
54. Chart or graph information
55. Check information for accuracy
56. Check materials or products for quality/quantity
57. Classify information, data, or objects
58. Clean or clear
59. Clerical work
60. Climb
61. Wrap or package things
61. Climb a mountain
62. Coach
63. Collaborate or work with others on a project
64. Collate or sort data
65. Collate or sort objects, materials, or papers
66. Collect information
67. Collect money
68. Committee work
69. Communicate data or information
70. Communicate warmth and care
71. Compare information, data
72. Compare objects
72. Contract with others
73. Compile or collect information
74. Complete projects or tasks on schedule
75. Compose articles, reports, or other documents
76. Compose music
77. Confer or talk with others to make decisions
78. Confront others
79. Construct buildings
80. Construct tools, machines, or equipment
81. Consult with others
83. Control costs
84. Control crisis situations
85. Control situations, people, events, etc.
86. Control tools, machines, or equipment
87. Converse or talk with others
88. Convey feelings or emotions
89. Cook
90. Cooperate with others
91. Cope with deadlines and time pressure
92. Cope with difficulties, solve problems
93. Copy information, data, or drawings
94. Correct mistakes
95. Correspond with others
96. Count, inventory, keep track
97. Create things from your own ideas
98. Critique or review others' work
99. Critique or review products and services
100. Cultivate crops and plants
102. Cut to measurement
102. Dance
103. Deal with people
104. Deal with unknowns
105. Debate or argue a point
106. Decorate
107. Define how things are to be done
108. Delegate work
109. Deliver things
110. Deliver work as promised

111. Demonstrate fashion
112. Demonstrate how to do things
113. Design for beauty
114. Detail out projects
115. Detect problems or errors
116. Develop ideas or prototypes
117. Develop rapport
118. Diagnose problems
119. Direct people or projects
120. Discipline others
121. Discriminate colors
122. Dispatch or route information or materials
123. Dispense medicines
124. Display things
125. Dissect animals, insects, etc.
126. Distribute items, products
127. Divert attention from one thing to another
128. Draft or draw inanimate objects
129. Dramatize situations
130. Draw charts, pictures, or graphics
131. Draw samples from animals, plants, and earth
132. Drill holes in things
133. Drill wells
134. Drive machines or vehicles
135. Edit film or videotape
136. Edit written material
137. Empathize with people's situations
138. Empower others
139. Encourage others
140. Endure long hours
141. Endure personal hardships
142. Enforce rules and regulations
143. Enlarge things
144. Enlighten others
145. Enlist others to help complete a job
146. Entertain people
147. Establish policy or procedures
148. Estimate cost, distance, size, etc.
149. Evaluate yourself or others
150. Examine for detail
151. Execute, implement, get something done
152. Exercise diplomacy
153. Exercise discretion
154. Exhibit or demonstrate products, ideas
155. Exhibit good finger dexterity
156. Expand
157. Expedite, speed up
158. Experiment
159. Explain
160. Explore
161. Express attitudes
162. Express feelings
163. Express thoughts
164. Fabricate
165. Facilitate
166. Farm
167. Feed animals, plants, or people
225. Instruct or train people
226. Integrate data or information
227. Interpret body language
228. Interpret data, information, or charts
168. File records or information
169. Fill orders or requests
170. Financial planning
171. Find things or information
172. Fit things together
173. Fix or repair
174. Follow directions
175. Follow through on tasks
176. Forecast what will happen
177. Forge metals
178. Formulate ideas
179. Garden
180. Gather data or information
181. Gather objects or materials
182. Govern
183. Graphically illustrate
184. Grind
185. Grounds keeping
186. Group people
187. Group things
188. Group work
189. Grow plants, flowers, and crops
190. Guide
191. Hand-crafted work
192. Handle complaints
193. Handle dangerous equipment or materials
194. Handle emergencies
195. Handle multiple tasks simultaneously
196. Handle or move things
197. Handle sophisticated equipment
198. Harmonize
199. Help animals
200. Help people
201. Hike, camp out, and survive in wilderness
202. Hire and fire people
203. Hit objects
204. Host events
205. Identify and seize on opportunities
206. Identify problems
207. Identify resources
208. Identify similarities
209. Illustrate or depict
210. Imagine
211. Impersonate others
212. Implement decisions, plans, or ideas
213. Impress people
214. Improve situations
215. Improve systems or procedures
216. Improve tools, machines, or equipment
217. Improvise
218. Index or organize data or information
219. Influence, persuade, or convince others
220. Inform or give out information to others
221. Inquire or do research
222. Inspect for quality
223. Inspire others to do better
224. Install or service equipment
229. Interpret foreign language
230. Interpret symbols on drawings or charts
231. Interview people for information
232. Invent

233. Investigate
234. Isolate causes, elements, or items
235. Judge truth or accuracy
236. Justify attitudes, decisions, or conclusions
237. Keep books
238. Keep secrets or confidential information
239. Keep or track details or information
240. Knead
241. Knit
242. Lab work
243. Landscape
244. Lay tile or linoleum flooring
245. Lead others
246. Learn quickly
247. Lift heavy, medium, or lightweights
248. Listen perceptively
249. Load or unload materials
250. Locate information, things, or data
251. Locate people
252. Maintain tolerances, standards, or limits
253. Make contacts
254. Make decisions
255. Make layouts
256. Make models
257. Make or set policy
258. Make referrals to others
259. Make recommendations, give advice
260. Manage money
261. Manage time
262. Manipulate data
263. Manipulate ideas
264. Manipulate people
265. Manual dexterity, eye-hand coordination
266. Map out land, water, or air areas
267. Market research
268. Mathematics
269. Measure boundaries, sizes, or weights
270. Mechanical reasoning
271. Mediate disputes or problems
272. Meet and greet the public
273. Memorize large amounts of information
274. Mentor others
275. Merge or combine ideas or systems
276. Mobilize resources and people
277. Model clothing or accessories
278. Moderate situations
279. Modify, mold, or change behavior
280. Mold things into shape
281. Monitor machines, equipment, and processes
282. Motivate others to do better work
283. Move quickly
284. Navigate
285. Negotiate
286. Not show emotions
287. Nurture human growth
288. Nurture plants or animals
289. Observe and monitor data, people, or things
290. Obtain information
291. Operate an independent business
292. Operate tools, machinery, or equipment
293. Operate vehicles
294. Oral presentations
295. Order supplies
296. Organize data or information
297. Organize ideas
298. Organize people
299. Organize tools, machines, and equipment things
300. Originate new ideas or procedures
301. Paint houses-interiors or exteriors
302. Paint pictures
303. Perceive needs of others
304. Persuade or convince people
305. Photography
306. Plan projects or tasks
307. Plant crops or flowers
308. Plant ideas
309. Play games
310. Play a musical instrument
311. Play politics
312. Precision work
313. Predict outcomes
314. Prepare or make things ready
315. Present information, products, and ideas
316. Preserve antiques
317. Preserve ideas or beliefs
318. Preside over meetings
319. Press an issue
320. Press clothing
321. Print by hand
322. Process information, data, or people
323. Produce or direct
324. Program computers
325. Project future events
326. Project vocally
327. Promote ideas, products, or people
328. Proofread
329. Protect people or property
330. Punch or box
331. Purchase or buy
332. Put in order: systems or processes
333. Put in order: tools, machines, or objects
334. Question or query
335. Raise funds
336. Ranch work
337. Reach or achieve goals
338. Read and use reference materials
339. Recognize obsolescence
340. Reconcile financial records
341. Reconcile personal differences
342. Record or log data, information
343. Recreate, duplicate, or reproduce products
344. Recreate situations or experiments
345. Recruit people
346. Reduce budgets or services
347. Reduce or make things smaller
348. Reflect or recall
349. Regulate things
350. Rehabilitate people
351. Rehabilitate things
352. Remember
353. Render or give support
354. Repair things

355. Repeat same task over and over
356. Report data, information
357. Represent people, organizations, or employers
358. Reproduce, duplicate, or copy materials
359. Reproduce sounds
360. Research
361. Reshape things
362. Restore or finish
363. Retrieve data, information, and files
364. Review
365. Revise
366. Run or chair meetings or programs
367. Schedule own time or time of others
368. Screen applicants
369. Seize opportunities
370. Select items or products
371. Select people
372. Self-assessment
373. Sell
374. Sense moods or feelings
375. Sense the needs of others
376. Sequence tasks or flow chart processes
377. Serve people
378. Service equipment
379. 379. Set criteria or standards of quality
380. Set goals and objectives
381. Set Limits
382. Set up equipment
383. Set up systems, services, or programs
384. Sew clothing or other materials
385. Shape things
386. Ship items
387. Show confidence or courage
388. Signal
389. Simplify
390. Sing
391. Skate
392. Sketch
393. Ski
394. Solve problems
395. Sort data or information
396. Sort objects
397. Spatial perception or reasoning
398. Speed up jobs, projects, and services
399. Statistics
400. Stimulate people
401. Straighten things
402. Strategy development
403. Strengthen objects or materials
404. Strengthen programs
405. Study
406. Style hair
407. Summarize
408. Supervise
409. Supply or stock items
410. Survey for information or opinions
411. Survey land
412. Swim
413. Synthesize
414. Systematize
415. Tabulate information or data
416. Be tactful
417. Take accurate measurements
418. Take initiative
419. Take instructions
420. Tend animals
421. Tend machines, equipment
422. Test
423. Think ahead
424. Tolerate interruptions, inconveniences
425. Tolerate routine or boring tasks
426. Track or monitor situations or information
427. Train, instruct, or teach
428. Transcribe
429. Transfer data or information
430. Transfer things from one place to another
431. Translate
432. Travel in unknown territories
433. Troubleshoot
434. Tune machines, equipment
435. Tune musical instruments
436. Tutor
437. Type, use keyboard
438. Understand behavior
439. Understand cause and effect relationships
440. Understand or interpret information
441. Unite or get people working together
442. Upgrade quality
443. Use keen physical sensations
444. Use keen sense of rhythm
445. Use keen sense of smell
446. Use keen sense of timing
447. Use keen sense of touch
448. Use sophisticated equipment, instruments
449. Use personal contacts, networks
450. Use physical ability and agility
451. Use physical stamina
452. Verify information
453. Visualize ideas
454. Walk animals
455. Wash
456. Weave
457. Win friends and supporters
458. Work under stress
459. Work with animals
460. Work with precision
461. Write creative fiction, nonfiction

