

# TRANSFERABLE SKILLS for Veteran Students

As you begin to explore your career options, it is important to become aware of the skills that you have developed from your military service, coursework, extracurricular activities, volunteer experience, and internships. The skills that you have gained will not be limited to one discipline or occupation, but are transferable to many different career fields. Under each of the following categories is a list of job tasks that relate to a general transferable skill. For each category, try to recall examples of your experience for each topic that demonstrates you can do the specific task. Still struggling? Make an appointment with your career consultant to further discuss and explore your transferable skills!

<u>Communication</u>	<u>Research and Planning</u>	<u>Human Relations</u>	<u>Organization, Management, &amp; Leadership</u>	<u>Work Survival</u>
<p>The skillful expression, transmission and interpretation of knowledge and ideas.</p> <ul style="list-style-type: none"> <li>• Speaking effectively</li> <li>• Writing concisely</li> <li>• Listening Attentively</li> <li>• Expressing Ideas</li> <li>• Facilitating group discussion</li> <li>• Providing appropriate feedback</li> <li>• Negotiating</li> <li>• Perceiving nonverbal messages</li> <li>• Persuading</li> <li>• Reporting information</li> <li>• Describing feelings</li> <li>• Interviewing</li> <li>• Editing</li> </ul>	<p>The search for specific knowledge and the ability to conceptualize future needs and solutions for meeting those needs.</p> <ul style="list-style-type: none"> <li>• Forecasting, predicting</li> <li>• Creating ideas</li> <li>• Identifying problems</li> <li>• Imagining alternatives</li> <li>• Identifying resources</li> <li>• Gathering information</li> <li>• Solving problems</li> <li>• Setting goals</li> <li>• Extracting important information</li> <li>• Defining needs</li> <li>• Analyzing</li> <li>• Developing evaluation strategies</li> </ul>	<p>The use of interpersonal skills for resolving conflict, relating to and helping people.</p> <ul style="list-style-type: none"> <li>• Developing rapport</li> <li>• Being sensitive</li> <li>• Listening</li> <li>• Conveying feelings</li> <li>• Providing support for others</li> <li>• Motivating</li> <li>• Sharing credit</li> <li>• Counseling</li> <li>• Cooperating</li> <li>• Delegating with respect</li> <li>• Representing others</li> <li>• Perceiving feelings, situations</li> <li>• Asserting</li> </ul>	<p>The ability to supervise, direct and guide individuals and groups in the completion of tasks and fulfillment of goals.</p> <ul style="list-style-type: none"> <li>• Initiating new ideas</li> <li>• Handling details</li> <li>• Coordinating tasks</li> <li>• Managing groups</li> <li>• Delegating responsibility</li> <li>• Teaching</li> <li>• Coaching</li> <li>• Counseling</li> <li>• Promoting change</li> <li>• Selling ideas or products</li> <li>• Decision making with others</li> <li>• Managing conflict</li> </ul>	<p>The day-to-day skills which assist in promoting effective production and work satisfaction.</p> <ul style="list-style-type: none"> <li>• Implementing decisions</li> <li>• Cooperating</li> <li>• Enforcing policies</li> <li>• Being punctual</li> <li>• Managing time</li> <li>• Attending to detail</li> <li>• Meeting goals</li> <li>• Enlisting help</li> <li>• Accepting responsibility</li> <li>• Setting and meeting deadlines</li> <li>• Organizing</li> <li>• Making decisions</li> </ul>

<u>Program Administration</u>	<u>Creativity</u>	<u>Personal Development</u>		
<ul style="list-style-type: none"> <li>• Interpret rules and regulations</li> <li>• Analyze data and information</li> <li>• Present ideas both orally and in writing</li> <li>• Create innovative solutions to complex problems</li> <li>• Ensure that tasks are completed on time</li> <li>• Prioritize daily workload</li> </ul>	<ul style="list-style-type: none"> <li>• Solve problems creatively, logically, and practically</li> <li>• Create new processes or products</li> <li>• Write interesting and clear articles</li> <li>• Design activities to interest participants</li> <li>• Demonstrate convincing public speaking or acting skills</li> <li>• Design web pages</li> </ul>	<ul style="list-style-type: none"> <li>• Analyze life experiences for growth or change</li> <li>• Identify, describe, and assess needs, values, interests, strengths, and weaknesses of individuals</li> <li>• Instill confidence and self-esteem in others</li> <li>• Develop personal moral code</li> <li>• Learn the value of hard work and persistence</li> </ul>		

Example:

1. Category: Leadership

Task: Motivate individuals and groups to perform

Experience: Train and evaluate 14 soldiers, providing appropriate feedback regarding performance and training requirements

2. Category: Management

Task: handing details, coordinating tasks

Experience: Directly supervised, trained, and evaluated 40 personnel, supporting over 2,000 troops in four countries, with an inventory list of 1500 line items, and material assets valued at \$65M