**Highlight the areas you feel are your skills and aptitudes.**

**Build Your Transferable Skills in School**

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| **Skills That School Can Help You Build** | **What These Skills Will Help You Do In the Workplace** |
| **Communication Skills**   * Giving class presentations * Reading articles and books * Writing essays, short stories and poetry * Listening and processing others’ world views | * Prepare presentations * Write clear and concise memos, letters and reports * Speak well on issues * Explain your ideas effectively * Ask for help when required * Communicate well with managers and co-workers * Communicating/showing empathy |
| **Teamwork Skills**   * Getting along with your friends * Working with others on projects * Participating in extracurricular activities (e.g. band, tennis, clubs) | * Be a productive, team worker * Accept authority and supervision * View co-workers as equals * Know how to operate and share knowledge * Get along with others |
| **Time Management Skills**   * Doing homework * Meeting project deadlines * Scheduling your day * Getting to class on time | * Get work done efficiently * Be prepared for meetings * Meet deadlines * Plan schedules and set goals |
| **Problem Solving Skills**   * Analyzing information * Understanding problems * Defining problems * Solving problems * Applying results | * Think analytically and clearly about issues * Pinpoint problems * Evaluate situations * Identity risks * Make informed decisions * Find productive solutions |

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| **Organizational Skills**   * Taking notes * Following written and oral instructions * Keeping binders of information * Following a schedule * Setting priorities and goals | * Keep a neat workplace * Take care of equipment and tools * Keep track of important details * Handle interruptions well * Organize activities to meet deadlines |
| **Learning Skills**   * Asking questions * Reading information * Using the library * Researching information * Joining activities and clubs | * Think critically and act logically * Learn from on-the-job training * Upgrade skills as necessary * Learn from mistakes * Increase knowledge and productivity |
| **Computer Skills**   * Keyboarding * Word-processing * Using database program | * Be computer literate * Use technology in the workplace * Adapt to new technologies |
| **Listening Skills**   * Attending classes * Taking notes * Visualizing what you hear * Comprehending information | * Understand what managers and co-workers tell you * Help others with their concerns and problems * Participate effectively in meetings |
| **Creativity Skills**   * Learn how others have been creative * Using our imagination * Trying new ways to do things * Looking at issues from a different point of view | * Be an idea person * Think of new ways to get the job done * Create a positive work environment * Increase motivation |
| **Leadership Skills**   * Leading projects * Being on sports teams * Volunteering as a peer helper | * Lead projects * Manage people * Coach others * Help others reach their goals |

**Fill this form out with 3 different references. Make sure you ask them (GET PERMISSION!) if they will be willing to be your reference.**

**List of References**

**#1.**

**Name of reference:**

**Occupation:**

**Contact number or email:**

**#2.**

**Name of reference:**

**Occupation:**

**Contact number or email:**

**#3.**

**Name of reference:**

**Occupation:**

**Contact number or email:**