**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:**