

# Transferable Skills

**Directions:** Transferable skills are skills that are used in one job and can also be applied to another job. The following are examples of common transferable skills. Give specific examples of how you have used these skills. Consider how you have used them in previous jobs, volunteer work, hobbies, schools, and more. Don't forget the skills you have gained from work you have done while incarcerated!

**People Skills.** People skills refer to how one interacts with others. If you have good people skills, you are able to communicate well with others. Give examples of how you have used people skills in the past:

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**Leadership Skills.** Leadership skills involve taking the lead on a task or managing people or things. Give examples of how you have used leadership skills in the past:

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**Technical Skills.** People gain technical skills by working with specific tools, software, or machinery. For example, if you worked with Microsoft Office in a past job or at school, you have gained a technical skill. Give example:

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**Flexibility skills.** Flexibility skills refer to the ability to adjust to diverse situations and environments. Give examples of how you have used flexibility skills in the past:

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**Problem-solving skills.** Problem-solving involves recognizing a problem and finding a solution. Give examples of how you have used problem-solving skills in the past:

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