

# Transferable Skills

Transferable skills are the skills you acquire and transfer to your post-graduation employment. Employers generally expect you to equip with these transferable skills: analytical, organizational, interpersonal, communication, and leadership skills.

Check the level of skills you have acquired through your internship and extra-curricular activities. This will help you identify which skills to include on your résumé and cover letter.

	Transferable Skill	Fair	Good	Excellent
<b>Analytical Skills</b>	Brainstorming ideas in group discussion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Categorizing data systematically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Solving problems independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Seeking resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Organizational Skills</b>	Meeting deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Multitasking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Setting and attaining goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interpersonal Skills</b>	Getting along well with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Responding to concerns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Resolving conflicts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Being a team player	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication Skills</b>	Explaining a situation logically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Articulating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Initiating a conversation and keeping it on	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Writing, editing and translating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leadership Skills</b>	Instructing clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Decision-making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Managing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Motivating others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Planning and evaluating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Accepting diversity and changes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Maintaining a positive attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>