

TRANSFERRABLE SKILLS AND WORK ABILITY CHECKLIST

Looking at job descriptions can help you work out what your transferable skills are. Do a quick search online for job descriptions that match your current role or the last role you have had. Reading this information will give you an idea of the skills you use in your work, and what your transferable skills are – there may be some you didn't realise you had. Then you can look at including this information in your resume.

PLEASE TICK THE WORK ABILITIES THAT YOU HAVE AND ARE CURRENTLY ABLE TO PERFORM.

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| <input type="checkbox"/> Ability to communicate with a broad range of people | <input type="checkbox"/> Conduct and maintain well organised workplace |
| <input type="checkbox"/> Liaising with clients and customers | <input type="checkbox"/> Organisational and problem solving capabilities |
| <input type="checkbox"/> Liaising with staff and management | <input type="checkbox"/> Eagerly accept challenges and new opportunities |
| <input type="checkbox"/> Liaising with various government departments and industrial groups | <input type="checkbox"/> Strong analytical and problem solving ability |
| <input type="checkbox"/> Excellent written language skills | <input type="checkbox"/> Easily adapt to new systems and programs |
| <input type="checkbox"/> Excellent negotiation skills | <input type="checkbox"/> Ability to work well under pressure and to get the job done successfully |
| <input type="checkbox"/> Public relations skills | <input type="checkbox"/> Able to work on a variety of tasks simultaneously to successful completion |
| <input type="checkbox"/> Ability to prepare written responses and quotes | <input type="checkbox"/> Demonstrated excellent organisational and time management ability |
| <input type="checkbox"/> Handling telephone enquiries | <input type="checkbox"/> Demonstrated excellent attention to detail |
| <input type="checkbox"/> Ability to relate with empathy and compassion in a stressful situation | <input type="checkbox"/> Attention to Workplace Health and Safety regulations |
| <input type="checkbox"/> Good facilitation skills | <input type="checkbox"/> Particularly enjoy working in a team environment |
| <input type="checkbox"/> Highly motivated and dependable in achieving goals | <input type="checkbox"/> Ability to build strong and sound business relationships with clients |
| <input type="checkbox"/> Strong organisational skills | <input type="checkbox"/> Able to deal with a wide variety of people effectively |
| <input type="checkbox"/> Attention to detail | <input type="checkbox"/> Have good leadership skills |
| <input type="checkbox"/> Ability to analyse and solve problems in a constantly changing work environment | <input type="checkbox"/> Have a strong ethical approach to business and work |
| <input type="checkbox"/> Self-motivated and confident in making independent decisions | <input type="checkbox"/> Able to mediate between people |
| <input type="checkbox"/> Self-disciplined and committed to learning | <input type="checkbox"/> Excellent written and oral expression |
| <input type="checkbox"/> Willing to assist others | <input type="checkbox"/> Able to manage conflict situations |
| <input type="checkbox"/> Able to work with minimal supervision | <input type="checkbox"/> Financial / Mathematical aptitude |
| <input type="checkbox"/> Dedicated to professional development and achievements | <input type="checkbox"/> Problem analysis and problem solving |
| <input type="checkbox"/> Work well under stressful conditions | |