

Checklist of Transferable Skills

Check off the verbs that describe something you have done (on or off the job). This will help focus you on where your skills lie and how these skills can be related persuasively on a CV or resume.

Group A: Communication Skills

- advised
- communicated
- interpreted
- negotiated
- persuaded
- promoted
- presented
- read
- summarized
- talked
- translated
- wrote

Group B: Creative Skills

- arranged
- cooked
- created
- demonstrated
- designed
- developed
- devised
- generated
- improvised
- invented
- originated
- performed
- produced

Group C: Processing Skills

- analyzed
- budgeted
- calculated
- checked
- evaluated
- inspected
- investigated
- memorized
- ordered
- organized
- researched
- reviewed
- scheduled
- selected
- verified

Group D: Leadership Skills

- administered
- conducted
- controlled
- coordinated
- decided
- directed
- facilitated
- initiated
- led
- managed
- motivated
- planned
- supervised

Group E: Manual Skills

..... adjusted
..... constructed
..... installed
..... operated
..... repaired
..... serviced

Group E: Cooperation Skills

..... assisted
..... consulted
..... cooperated
..... counseled
..... enforced
..... instructed
..... served
..... trained

Group G: Results Achieved

..... adapted
..... attained
..... completed
..... contributed
..... decreased
..... doubled
..... eliminated
..... established
..... expanded
..... implemented
..... improved
..... increased
..... introduced
..... maintained
..... multiplied
..... opened
..... proposed
..... provided
..... realized
..... recommended

..... reduced
..... revamped
..... revised
..... revitalized
..... risked
..... saved
..... simplified
..... sold
..... solved
..... stimulated
..... streamlined
..... strengthened
..... structured
..... submitted
..... succeeded
..... supported
..... transferred
..... unified
..... upgraded
..... utilized

The words you have checked off above can act as positive action words for your CV or resume. Remember also that they can also be used in a cover letter.

Marketing the JET Experience

What have I achieved during my time in Japan?

Transferable Skill

1.....

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2.....

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3.....

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4.....

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5.....

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