

Identifying Transferable Skills for Your Resume

Many skills that are needed and used at your on-campus job are viewed as desirable skills for your future employer. It may be hard to realize the many skills and qualities you are developing at your on-campus job. Through completing this worksheet, you may begin to realize how this experience will benefit you in your future career!

Place a check mark next to the duties that you perform at your on-campus job. Add additional details as needed.	Common duties used in an On-Campus student employment job	Transferable Skill(s)	Example of phrase describing skills for use on a resume
	Answer telephones	Verbal Communication	Answer telephones in a professional manner for department of ten.
	Schedule appointments	Verbal Communication Customer Service	Schedule counseling appointments in a prompt and courteous way.
	Copy materials	Assisting	Complete office procedures as requested by staff.
	Handle complaints	Customer Service Problem Solving	Handle customer complaints and issues promptly.
	Create flyers	Creating/Synthesizing	Create marketing materials to advertise events to students and other stakeholders.
	Manage front desk	Customer Service Verbal Communication Organizing Flexible	Greet customers entering suite, and handle incoming requests in an efficient manner.
	Input data into a computer	Precision Work Written Communication Creating/Synthesizing	Input survey data into computer database requiring precision and attention to details.
	File	Organizational	Organize files to create and maintain an efficient work environment.