

40 TRANSFERABLE SKILLS

- 1. Creative**
- 2. Multi-tasked**
- 3. Specialized training**
- 4. Pride in work**
- 5. Pay attention to details**
- 6. Very well organized**
- 7. Excellent time management**
- 8. Able to establish priorities**
- 9. Concern for quality**
- 10. Excellent Team worker**
- 11. Able to work independently**
- 12. Very dependable**
- 13. Hard working**
- 14. Honest**
- 15. Fast learner, learns new tasks quickly**
- 16. Take accurate measurements**
- 17. Adaptable, flexible**
- 18. Work safely**
- 19. Pay attention to rules and to regulations**
- 20. Good personal hygiene**
- 21. Keep work area clean and well organized**
- 22. Use specialized equipment**
- 23. Work well under pressure**
- 24. Meet deadlines**
- 25. Set goals and work to meet them**
- 26. Work within budgets**
- 27. Good decision making skills**
- 28. Excellent problem solving skills**
- 29. Strong communication skills**
- 30. Good listener**
- 31. Excellent customer service skills**
- 32. Reliable**
- 33. Able to complete assigned tasks on time and unsupervised**
- 34. Initiative, does things without being told**
- 35. Take and deliver accurate messages**
- 36. Able to use computers**
- 37. Answer customer questions**
- 38. Answer telephones in a professional manner**
- 39. Very friendly**
- 40. Gets along with co-workers and supervisors**