

Quick Tip Sheet

Transferable Skills

Many students feel that they don't have the technical skills needed when it comes to applying for positions, particularly when looking for their first job or internship. But what about the skills you've learned from the jobs, volunteer experience or leadership roles you've held? We call these **transferable skills**: skills you can take to any position or job you apply for.

Using a real student job as an example, let's review the duties of a Tutor in the Academic Enhancement Center:

- Willingness to prepare for tutorial sessions and adjust accordingly to **maximize** student learning
- Comfortable **communicating** in person with a diverse group of undergraduate students
- Ability to **stay up to date on study strategies**, course content and processes
- Ability to **collaborate** with and **engage** students to **build confidence**

The bolded skills are great action verbs to start off your resume bullet statements. Here's how it could look:

Tutor, Academic Enhancement Center (AEC)	September 2019 - Present
University of Rhode Island, Kingston RI	
<ul style="list-style-type: none"> • Maximize student learning by preparing for tutorial sessions through ongoing training and professional development • Communicate effectively with diverse student populations by using active listening and offering a hospitable, welcoming environment • Research and implement new study strategies by fostering group communication, creating a distraction-free zone and encouraging goal setting • Build confidence with student clientele by offering resources on campus to further assist in their studies 	

These bullet statements showcase a varied set of skills that are transferable to other roles that you might apply for. The employer can see what this applicant was able to accomplish through a clear, concise and effective bullet statement.

How to Write a Bullet Statement

Bullet Statement Formula = Action Verb + Quantification + Purpose

Action Verb	Quantification	Purpose
Lead	6 small group tutoring sessions	to review course content and build confidence in study habits and skills
Assist	100 students	with developing writing skills by identifying the audience and purpose of the assignment, and strengthening language and tone
Coordinate	various schedules	for group sessions to meet the needs of clientele meeting times

Translating Skills to Bullets on Your Resume (Other On-Campus and Part-Time Jobs)

Resident Assistant (RA)	
Role Duties: <ul style="list-style-type: none"> ● Supervise and support students living in residence halls ● Promote a positive living and learning environment ● Provide crisis intervention for students in need 	Bullets: <ul style="list-style-type: none"> ● Support students living in residence halls through one-on-one conversations and conflict mediation ● Create a positive living environment by facilitating weekly meetings with all residents ● Provide crisis intervention for students that are at risk for harmful behaviors through positive reinforcement
Teaching Assistant (TA)	
Role Duties: <ul style="list-style-type: none"> ● Preparation and teaching of courses (or laboratories), proctoring exams, assisting with grading assignments ● Holding office hours for consultation with students ● Lead class activities to assess and strengthen students understanding of basic course materials ● Report to the instructor on students' performance in the course 	Bullets: <ul style="list-style-type: none"> ● Lead 2 recitation sections of a large Psychology class ● Grade student assignments and exams fairly and according to the syllabus ● Counsel students individually on specific theories, topics or discussions that they need more clarification on ● Collaborate effectively with the course instructor on inputting grades in PeopleSoft in a timely manner
Student Athlete	
Role Duties: <ul style="list-style-type: none"> ● Worked with teammate to execute gameplan ● Reported to coaching staff and followed their instructions ● Team Captain ● Full time student and athlete 	Bullets: <ul style="list-style-type: none"> ● Utilized teamwork skills to accomplish organizational goals ● Reported to supervisory team and executed all assigned tasks ● Provided leadership to a team of student athletes ● Balanced full academic course load with competition, practices, training, and meetings
Food Service	
Role Duties: <ul style="list-style-type: none"> ● Take orders from patrons ● Correct any problems with orders ● Collect payments, make change, & prepare checks ● Make menu recommendations 	Bullets: <ul style="list-style-type: none"> ● Communicated effectively with guests and staff to accurately take and relay orders ● Resolved customer complaints in a professional & timely manner ● Demonstrated attention to detail by accurately processing payments and handling cash transactions ● Increased revenue and customer satisfaction by upselling menu items and specials ● Simultaneously managed orders & service for up to 6 tables, demonstrating strong multitasking abilities