

# **Quick Tip Sheet**

CENTER FOR CAREER AND EXPERIENTIAL EDUCATION

### Transferable Skills

Many students feel that they don't have the technical skills needed when it comes to applying for positions. 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.

Let's consider the below duties of an on-campus role, specifically, as a Tutor in the Academic Enhancement Center (AEC):

### Job Duties Include:

- 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 highlighted skills are great action verbs to start off your bullet statements on your resume. Here's an example of how these duties can look as bullet statements on your resume:

#### On Campus Involvement:

# Tutor, Academic Enhancement Center (AEC) University of Rhode Island, Kingston RI

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- 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 be applying for as it relates to helping others. The employer can see what this applicant was able to accomplish through a clear, concise and effective bullet statement.

### **HOW DO I WRITE A BULLET STATEMENT?**

### **Bullet Statement Formula =** Action Verb + Quantification + Purpose

ACTION VERB	QUANTIFCATION	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	strengthening language and tone
		for group sessions to meet the needs of clientele
		meeting times

### Skills Translating to Bullets on Your Resume for Other On-Campus Roles:

## **Resident Assistant (RA): Bullets: Role Duties:** Supervise and support students living in residence halls Support students living in residence halls through oneon-one conversations and conflict mediation Promote a positive living and learning environment Provide crisis intervention for students in need Create a positive living environment by facilitating weekly meetings with all residents Fill in your job roles here to brainstorm! What about another responsibility you have? Provide crisis intervention for students that are at risk for harmful behaviors through positive reinforcement **Teaching Assistant (TA): Role Duties: Bullets:** Preparation and teaching of courses (or laboratories), Lead 2 recitation sections of a large Psychology class proctoring exams, assisting with grading assignments Grade student assignments and exams fairly and Holding office hours for consultation with students according to the syllabus Lead class activities to assess and strengthen students Counsel students individually on specific theories, topics understanding of basic course materials or discussions that they need more clarification on Report to the instructor on students' performance in Collaborate effectively with the course instructor on the course inputting grades in PeopleSoft in a timely manner It's your turn! Use your on campus role, or other position, and write out bullet statements below: What about roles such as foodservice, summer camp, childcare or retail?

