

# Quick Tip Sheet

## 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**

**September 2019 - Present**

- 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**

<b>ACTION VERB</b>	<b>QUANTIFICATION</b>	<b>PURPOSE</b>
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

