



Identifying Transferable Skills from Your Jumpstart Experience

As a Jumpstart Corps member, you have many marketable skills that employers are eager to find in candidates. This document is designed to help you reflect upon the skills that you have gained through your experience with Jumpstart, and help you identify skills that would be of interest to future employers.

What Are Transferable Skills?

Simply put, transferable skills are areas of development that can transfer from one work environment to another, regardless of field. These types of skills are incredibly important to employers. In fact, according to a survey conducted by the National Association of Colleges and Employers (NACE), the top 10 personal qualities/skills employers seek are all transferable skills:

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|---------------------------|------------------------------|
| 1. Communication skills | 6. Teamwork skills |
| 2. Strong work ethic | 7. Analytical skills |
| 3. Initiative | 8. Flexibility/ adaptability |
| 4. Interpersonal skills | 9. Computer skills |
| 5. Problem solving skills | 10. Detail orientated |

Many of the skills listed above are skills that you have honed as a Jumpstart Corps member, team leader, or volunteer coordinator. Although your time with Jumpstart may not directly relate to a potential employment opportunity, you can highlight the skills that you have gained during your time a Jumpstart and make them applicable to future employers.

Identifying Transferable Skills

One method of identifying transferable skills is to map your experiences. Start by identifying job or volunteer experiences that you have been involved with. Break down the major tasks that you performed during the experience. Then divide each task into skills that you acquired from performing that task. When mapping out your experiences, make sure to consider what you learned from a role that would be of interest of a future employer. For example, an employer may not be interested in the fact that you can describe each letter of the alphabet to young children; however, they may be impressed by your ability to clearly translate concepts and ideas. Below is an exercise to help you reflect upon the skills that you gained as a Jumpstart Corps member, team leader, or volunteer coordinator.

| Skills important to all employers | Example of how a Corps member/team leader/volunteer coordinator exhibited skill | Example of how you have exhibited this skill |
|-----------------------------------|--|--|
| Communication skills | Corps Member: Communicated with a wide variety of stakeholders—including program partners, higher education partners, families, peers, and preschoolers—to support Jumpstart programming. | |

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| Strong work ethic | Team Leader: Arrived prepared to lead Jumpstart sessions, team planning meetings, and team leader meetings by evaluating session plans, rehearsing session dialogue, and preparing agendas. | |
| Initiative | Volunteer Coordinator: Worked independently to develop an array of programming for partner preschools in support of Jumpstart’s curriculum. | |
| Interpersonal skills | Corps Member: Worked with diverse team to plan, deliver, and evaluate Jumpstart sessions. | |
| Problem solving skills | Corps Member: Identified and addressed a variety issues concerning session implementation, team dynamics, partner children, family involvement, etc. | |
| Teamwork skills | Volunteer Coordinator: Although role was not directly tied to Jumpstart’s session, worked as part of a broader team to achieve Jumpstart’s goals and mission. | |
| Analytical skills | Corps Member: When planning for session, analyzed vocabulary, phonics, and implicit and explicit themes of children’s books to enhance readings with partner children. | |
| Creativity | Corps Member: Worked to provide creative solutions to problems within session, such as keeping multiple partner children attentive while meeting children’s varying needs. | |
| Flexibility/ adaptability | Corps Members: Worked to meet the varying needs of partner children and their families, including working to support ESL families, supporting varying emotions of children, and supporting new children in the classroom. | |
| Computer skills | Volunteer Coordinator: Created a variety of promotional and marketing materials using programs such as Adobe In-Design and Microsoft Publisher. | |
| Detail orientated | Corps Member: Carefully reviewed and prepared session materials to best meet partner children’s individual needs. | |

Highlighting Your Transferable Skills during Your Job Search

Now that you have identified transferable skills that potential employers would value, it is important to demonstrate how your experience matches what the employer is seeking. Customizing your resume, cover letters, and interview talking points will allow you to make connections between your transferable skills, personal experiences, and future abilities. Making you a stronger candidate for each position you apply for.

Other Skills to Consider Highlighting

| Communication Skills | | | |
|-------------------------------------|--------------|----------------|---------------|
| Communicating | Listening | Reading | Sharing |
| Editing | Mentoring | Relating | Speaking |
| Explaining | Promoting | Reporting | Telling |
| Informing | Proofreading | Representing | Translating |
| Interpreting | Providing | Responding | Understanding |
| Lecturing | Publicizing | Selling | Verbalizing |
| Creative Skills | | | |
| Acting | Drawing | Inventing | Publicizing |
| Composing | Expressing | Modeling | Rendering |
| Conducting | Founding | Originating | Shaping |
| Creating | Generating | Painting | Showing |
| Designing | Illustrating | Performing | Singing |
| Detailing | Imagining | Photographing | Sketching |
| Developing | Improvising | Playing | Symbolizing |
| Displaying | Innovating | Printing | Writing |
| Dramatizing | Interpreting | | |
| Helping and Teaching Skills | | | |
| Advising | Guiding | Processing | Teaching |
| Coping | Helping | Referring | Tending |
| Counseling | Instructing | Rehabilitating | Training |
| Empathizing | Mediating | Resolving | Tutoring |
| Giving | Offering | Serving | |
| Management and Leadership Skills | | | |
| Addressing | Implementing | Negotiating | Recommending |
| Arbitrating | Influencing | Ordering | Recruiting |
| Coaching | Informing | Overseeing | Separating |
| Consolidating | Inspiring | Persuading | Supervising |
| Controlling | Instituting | Piloting | Team Building |
| Coordinating | Integrating | Planning | Unifying |
| Deciding | Interviewing | Prescribing | Uniting |
| Devising | Judging | Presenting | Upgrading |
| Enforcing | Leading | Programming | |
| Heading | Managing | Protecting | |
| Organizational and Financial Skills | | | |
| Administering | Computing | Logging | Retrieving |
| Arranging | Defining | Manipulating | Reviewing |

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|------------------------|-----------------------|-----------------|---------------------|
| Auditing | Detailing | Organizing | Scheduling |
| Budgeting | Distributing | Preparing | Selecting |
| Calculating | Estimating | Projecting | Sorting |
| Checking | Filing | Purchasing | Summarizing |
| Classifying | Financing | Raising | Supplying |
| Collecting | Gathering | Reconciling | Systemizing |
| Compiling | Inventorying | Recording | Transcribing |
| Research Skills | | | |
| Analyzing | Discovering | Interpreting | Reasoning |
| Ascertaining | Evaluating | Intuiting | Researching |
| Assessing | Examining | Learning | Solving |
| Charting | Experimenting | Observing | Studying |
| Conceptualizing | Formulating | Predicting | Synergizing |
| Detecting | Hypothesizing | Problem Solving | Synthesizing |
| Determining | Identifying | Processing | Troubleshooting |
| Diagnosing | Inspecting | Questioning | Weighing |
| Other Skills | | | |
| Achieving | Expanding | Obtaining | Sensing |
| Adapting | Following | Perceiving | Taking Instructions |
| Anticipating | Getting | Realizing | Traveling |
| Attaining | Having Responsibility | Receiving | Undertaking |
| Completing | Improving | Reducing | Using |
| Delivering | Increasing | Remembering | Utilizing |
| Eliminating | Memorizing | Risking | Working |
| Establishing | Navigating | | |

*This list of transferable skills comes from Richard Bolles' *What Color is Your Parachute?* ed. 2002. The skills were categorized by the University of Missouri Career Center Staff.