Customizing Your Resume Part 1 & 2

|  |  |
| --- | --- |
| Sample List: Transferable Skills | |
| Plans for and achieves results | Anticipates and overcomes obstacles |
| Thinks strategically and sees the big picture | Analyzes data and draws insightful conclusions |
| Anticipates and addresses customer needs | Efficiently uses available resources |
| Easily adjusts to changing priorities | Communicates with confidence |
| Demonstrates flexibility and embraces change | Gives and accepts constructive feedback |
| Generates creative solutions for problems | Works effectively with others at all levels of the organization |
| Explores and promotes new technologies | Offers fresh ideas and insights |
| Motivates and inspires others | Produces measurable results |
| Meets project deadlines and holds others accountable | Negotiates with others to achieve results |
| Secures organizational support for ideas | Influences and persuades others |
| Promotes teamwork and inclusiveness through daily work habits and interactions | Works effectively with others at all levels of the organization |