

# RESUME WRITING TIPS & RESOURCES



## *Transferable Skills Inventory*

This activity will help you to 1) analyze your past accomplishments and identify specific transferable skills, and 2) help build language and examples to use in your resume.

**Step 1: Write down 5 of your top accomplishments:**

**(Example: 1a. I presented a portion of my thesis at a conference.)**

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_



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**Step 2: What skills did you use during these accomplishments?  
Check the column for each of your top 5 accomplishments.**

<b>Management</b>	<b>1a</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Manage personnel, projects and time						
Foster a sense of ownership in employees						
Delegate responsibility and review performance						
Increase productivity and efficiency to achieve goals						
Develop and facilitate WorkTeams						
Provide training for development of staff						
Adjust plans/procedures for the unexpected						
Facilitate conflict management						
Communicate well with diverse groups						
Utilize technology to facilitate management						

<b>Train &amp; Consult</b>	<b>1a</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Counsel, advise, consult, guide others	X					
Help people make their own decisions						
Conduct needs assessments						
Use a variety of media for presentation						
Develop educational curriculum and materials						
Facilitate a group discussion						
Explain difficult ideas, complex topics	X					
Assess learning styles and respond accordingly						
Consult and recommend solutions						
Write well organized and documented reports	X					



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## *Transferable Skills Inventory*

<b>Communication</b>	<b>1a</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Speak well in public appearances	X					
Present ideas effectively in speeches or lecture	X					
Interview people to obtain information						
Participate in group discussions and teams	X					
Listen carefully and attentively	X					
Easily get along with groups of people	X					
Write technical language, reports, manuals	X					
Edit and proofread written material	X					
Utilize all forms of technology for writing	X					
Demonstrate expertise in grammar and style	X					

<b>Tech &amp; Analytics</b>	<b>1a</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Study data or behavior for meaning and solutions	X					
Analyze quantitative, physical and/or scientific data	X					
Write analysis of study and research	X					
Compare and evaluate information	X					
Systematize information and results						
Apply curiosity						
Investigate clues						
Formulate insightful and relevant questions	X					
Use technology for statistical analysis	X					
Encourage the use of technology at all levels						



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## *Transferable Skills Inventory*

<b>Creative</b>	<b>1a</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Visualize concepts and results						
Intuit strategies and solutions						
Execute color, shape and form						
Brainstorm and make use of group synergy						
Communicate with metaphors						
Invent products through experimentation						
Express ideas through art form						
Remember faces, accurate spatial memory						
Create images through, sketches, sculpture, etc.						
Utilize computer software for artistic creations						

<b>Financial</b>	<b>1a</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Calculate, perform mathematical computations						
Work with precision with numerical data						
Keep accurate and complete financial records						
Perform accounting functions and procedures						
Compile data and apply statistical analysis						
Create computer generated charts for presentation						
Use computer software for records and analysis						
Forecast, estimate expenses and income						
Appraise and analyze costs						
Create and justify organization's budget to others						



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## Transferable Skills Inventory

Leadership	1a	1	2	3	4	5
Motivate/inspire others to achieve common goals						
Develop and mentor talent						
Facilitate self-awareness in others						
Set goals and determine courses of action						
Take risks, make hard decisions, be decisive						
Negotiate terms and conditions						
Create innovative solutions to complex problems						
Establish policy						
Envision the future and lead change						
Communicate well with diverse groups	X					

Administrative	1a	1	2	3	4	5
Communicate well with key people in organization						
Identify and purchase necessary resource materials						
Utilize computer software and equipment						
Track progress of projects and troubleshoot						
Achieve goals within budget and time schedule						
Assign tasks and sets standards for support staff						
Hire and supervise temporary personnel as needed						
Organize, improve, adapt systems and processes						
Demonstrate flexibility during crisis						
Oversee communication, email and telephones						

**Step 3: Review your transferable skills and use the corresponding action verb lists on the next page to assist you in writing your resume.**

Adapted from UC Davis ICC- [www.lifeworktransitions.com](http://www.lifeworktransitions.com), companion website for LifeWorkTransitions.com: PuttingYourSpiritOnline, by Deborah L. Knox and Sandra S. Butzel.



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## Action Verbs Lists

### Management

administered  
analyzed  
assigned  
attained  
chaired  
consolidated  
contracted  
coordinated  
delegated  
developed  
directed  
executed  
improved  
increased  
organized  
oversaw  
planned  
prioritized  
produced  
recommended  
reviewed  
scheduled  
strengthened  
supervised

familiarized  
motivated  
referred  
rehabilitated  
represented

### Communication

addressed  
arbitrated  
arranged  
authored  
collaborated  
convinced  
corresponded  
developed  
directed  
drafted  
edited  
drafted  
edited  
enlisted  
formulated  
influenced  
interpreted  
lectured  
mediated  
moderated  
negotiated  
persuaded  
promoted  
publicized  
reconciled  
recruited  
spoke  
translated  
wrote

### Tech & Analytics

assembled  
calculated  
computed  
drafted  
designed  
evaluated  
inspected  
interpreted  
engineered  
fabricated  
formulated  
operated  
programmed  
remodeled  
solved  
upgraded

### Creative

acted  
conceptualized  
created  
customized  
established  
fashioned  
founded  
illustrated  
initiated  
instituted  
integrated  
introduced  
invented  
originated  
revitalized  
shaped

### Financial

allocated  
appraised  
audited  
balanced  
budgeted  
calculated  
computed  
forecasted  
marketed  
projected

### Leadership

adapted  
advised  
clarified  
coached  
demystified  
developed  
enabled  
encouraged  
evaluated  
explained  
facilitated  
guided  
informed  
instructed  
persuaded  
set goals  
stimulated  
trained

### Administrative

approved  
arranged  
catalogued  
classified  
collected  
compiled  
dispatched  
executed  
generated  
implemented  
inspected  
monitored  
operated  
organized  
prepared  
processed  
purchased  
recorded  
retrieved  
screened  
specified  
tabulated  
validated

### Accomplishments

achieved  
expanded  
improved  
pioneered  
reduced (losses)  
resolved  
restored  
spearheaded

### Train & Consult

assessed  
assisted  
clarified  
counseled  
demonstrated  
diagnosed  
educated  
expedited  
familiarized



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