

Career Conversion:
*Using What You've
Got to Get What
you Want*

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June 17, 2021

Our Agenda

- Identifying Your Transferable Skills
- Leveraging Your Resources
- Managing the Micromanager
- Creating a Proactive Job Search Plan



Top 10 Transferable Skills

- Digital Literacy
- Negotiation Skills
- Data and Analytics Proficiency
- Communication Skills
- Learning Ability

Top 10 Transferable Skills

- Innovative Approach
- Critical, Strategic Thinking
- ‘Always Learning’ Mindset
- Teamwork and Collaboration
- Time Management

Career Center

Transferable Skills

As you begin your job search or consider careers that would be right for you, it is important to know what you are good at and what you enjoy doing. Over the years you have developed many skills from coursework, extracurricular activities, internships, jobs and your total life experiences. If you've researched, written, edited and presented papers for classes, you've used skills that are not limited to any one academic discipline or knowledge area but are transferable to many occupations.

What Skills and Qualities Are Important to Employers?

According to the 2012 National Association of Colleges and Employers (NACE) Job Outlook Survey, the top 10 qualities/skills employers seek are transferable skills.

1. Verbal communication skills
2. Strong work ethic
3. Teamwork skills (works well with others)
4. Analytical skills
5. Initiative
6. Problem-solving skills
7. Written communication skills
8. Interpersonal skills (relates well to others)
9. Computer skills
10. Flexibility/adaptability

	Your Ten Most Preferred Skills	Brief Example of How You've Used Each Skill
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Leveraging Your Resources

**What is a T-style
cover letter?**



Managing the Micromanager

Creating a Proactive Job Search Plan



“There is no passion to be found in playing small– in settling for a life that is less than you are capable of living.”

-Nelson Mandela