PURDUE UNIVERSITY® | Student Employment

My Transferable Skills

Below is a list of popular soft and hard skills. In the box, write down how you've developed or used the skill in your current or past employment. List other skills in the blank boxes, preferably skills related to your career goals. Then use this information worksheet to help you include these skills on your resume. View the CCO Handbook for resume writing tips.

Soft skills	Hard skills
Adaptability	**Accounting**
Communication	**Computer programming**
Creativity	**Database management**
Critical Thinking	**Foreign Languages**
Dependability	**Graphic design**
Leadership	**Statistical analysis**
Organization	

Soft skills	Hard skills
Time management	
Problem Solving	