

TRANSFERABLE SKILLS

An essential component of the job search is understanding *your transferable skills*. A transferable skill is an ability/skill developed in one setting that can be used in multiple and wide ranging roles. Transferable skills can be categorized in areas such as: Communication, Interpersonal, Data Collection, Public Speaking, Listening, Technology, etc. Public health skills are versatile and it is important to identify and effectively market your transferable skills.

Health educators typically do the following:

• Assess the health needs of the people and communities they serve
• Develop programs and events to teach people about health topics
• Teach people how to manage existing health conditions
• Evaluate the effectiveness of programs and educational materials
• Help people find health services or information
• Provide training programs for community health workers or other health professionals
• Supervise staff who implement health education programs
• Collect and analyze data to learn about a particular community and improve programs and services
• Advocate for improved health resources and policies that promote health

Community health workers typically do the following:

• Discuss health concerns with community members
• Educate people about the importance and availability of healthcare services, such as cancer screenings
• Collect data
• Report findings to health educators and other healthcare providers
• Provide informal counseling and social support
• Conduct outreach programs
• Facilitate access to the healthcare services
• Advocate for individual and community needs

According to the [National Association of Colleges and Employers](#) - Attributes employers seek on a candidate's resume include:

Attribute	% of respondents
Leadership	80.1%
Ability to work in a team	78.9%
Communication skills (written)	70.2%
Problem-solving skills	70.2%
Communication skills (verbal)	68.9%
Strong work ethic	68.9%
Initiative	65.8%
Analytical/quantitative skills	62.7%
Flexibility/adaptability	60.9%
Technical skills	59.6%
Interpersonal skills (relates well to others)	58.4%
Computer skills	55.3%
Detail-oriented	52.8%
Organizational ability	48.4%
Friendly/outgoing personality	35.4%
Strategic planning skills	26.7%
Creativity	23.6%
Tactfulness	20.5%
Entrepreneurial skills/risk-taker	18.6%

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Soft Skills:

- Ability to learn new processes and procedures
- Communicating orally and in writing
- Ability to speak in front of others (presentations)
- Ability to adapt to changing environments

People Skills:

- Providing and receiving feedback
- Collaborating in a team
- Ability to establish partnerships and professional relationships
- Negotiating, persuading and influencing people
- Motivating others
- Conflict resolution
- Advising people
- Ability to perform outreach
- Establishing trust

Leadership Skills:

- Training, coaching or teaching others new skills
- Delegating work to others
- Supervising staff / or providing oversight on a project
- Building strong customer/client relationships
- Collaborating with other people
- Conflict resolution
- Overseeing financials / budget (Student organizations / professional memberships)
- Overseeing, chairing or leading a committee
- Streamlining a process

Administrative / Research Skills:

- Designing forms, correspondence, and reports
- Maintaining electronic records
- Taking minutes at meetings
- Navigating technology (database management, spreadsheets)
- Presentation platforms
- Performing data entry
- Analyzing data
- Writing grants / proposals
- Website design

Program Planning:

- Communicating with vendors
- Time management
- Managing events and logistics
- Developing and implementing new policies and procedures
- Developing a budget
- Coordinating and developing programs
- Producing reports
- Developing and executing ideas

Sources:

[Occupational Outlook Handbook](#)
[Transferable Job Skills for Job-Seekers](#)