

IDENTIFYING YOUR MOST VALUABLE TRANSFERABLE SKILLS

Are you looking to transition into a remote job but unsure how to market your existing experience? Identifying and showcasing your transferable skills can be the key to unlocking your next career opportunity.

Rat Race Rebellion® has put together a list of 100 transferable skills for you to review and check the ones you possess. Once you've identified yours, you can weave the most relevant skills into your resume, cover letter, and job interview responses!

- Active Listening:** Fully concentrating, understanding, responding, and remembering what is being said.
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- Presentation Skills:** Effectively conveying information to an audience through speech, visuals, and gestures.
- Effectively Explaining Complex Concepts for Non-Experts:** Simplifying complicated ideas so they are understandable to people without specialized knowledge.
- Editing and Proofreading Documents:** Reviewing text to correct errors in grammar, punctuation, spelling, and style.
- Expressing Ideas Verbally:** Clearly and confidently sharing thoughts and ideas through spoken words.
- Empathy:** Understanding and sharing the feelings of others.
- Persuasion:** Convincing others to agree with your ideas or to take a specific action.
- Responsiveness:** Reacting quickly and positively to needs, inquiries, or feedback.
- Virtual Meeting Etiquette:** Conducting oneself appropriately and professionally during online meetings.
- Social Media Skills:** Using social media platforms effectively for communication, marketing, and networking.
- Confidence:** Believing in your abilities and presenting yourself assertively.

- Rapport-Building:** Creating a connection and trust with others.
- Respectfulness:** Showing consideration and appreciation for others.
- Conflict Resolution:** Settling disputes and finding mutually acceptable solutions.
- Negotiation:** Discussing to reach an agreement or compromise.
- Phone Skills:** Communicating effectively and professionally over the phone.
- Quick-Thinking:** Responding swiftly and effectively to situations.
- Written Communication:** Conveying information clearly and effectively in writing.
- Networking:** Building and maintaining professional relationships.
- Articulation:** Expressing ideas clearly and coherently.
- Multilingual Abilities:** Communicating in more than one language.
- Decision-Making:** Making choices by identifying options and assessing consequences.
- Articulating Ideas Clearly:** Expressing thoughts and concepts in an understandable manner.
- Teamwork:** Working effectively and harmoniously with others.
- Honesty:** Being truthful and transparent.
- Customer Engagement:** Interacting positively and meaningfully with customers.
- Adaptability:** Adjusting to new conditions and environments.
- Diplomacy:** Managing sensitive situations and relationships tactfully.
- Critical Thinking:** Analyzing facts to form a judgment.
- Assertiveness:** Expressing oneself confidently without being aggressive.
- Spelling and Grammar Proficiency:** Using correct spelling and grammar in writing.
- Detail-Oriented Work:** Paying close attention to all aspects of a task or job.
- Technical Support:** Assisting others with technical problems or questions.
- Collaboration:** Working jointly with others to achieve a common goal.

- Giving and Receiving Constructive Feedback:** Providing helpful feedback and being open to receiving it.
- Remote Teamwork:** Collaborating effectively with a team from different locations.
- Attention to Detail:** Noticing and addressing small details in tasks.
- Anticipating Possible Obstacles:** Predicting potential challenges and preparing for them.
- Customer Service:** Assisting and supporting customers to meet their needs.
- Problem Solving:** Finding solutions to difficult or complex issues.
- Complaint Handling:** Addressing and resolving customer complaints effectively.
- Results-Driven Attitude:** Focusing on achieving specific outcomes and goals.
- Organization:** Keeping tasks and materials orderly and systematic.
- Emotional Intelligence:** Recognizing and managing your own and others' emotions.
- Applying Logic to Issues and Problems:** Using reasoning to solve problems.
- Meeting Deadlines:** Completing tasks on time.
- Integrity and Ethics:** Adhering to moral principles and professional standards.
- Ownership of Work:** Taking responsibility for your tasks and results.
- Priority Management:** Determining the order in which tasks should be completed based on importance.
- Goal Setting:** Establishing objectives and devising plans to achieve them.
- Punctuality:** Being on time for appointments and deadlines.
- Relating to Diverse Populations:** Understanding and interacting well with people from various backgrounds.
- Goal-Oriented Mindset:** Focusing on achieving specific aims.
- Analytical Skills:** Examining information to understand it better and make decisions.
- Leadership:** Guiding and motivating a team towards achieving goals.
- Project Management:** Planning, executing, and closing projects.

- Multitasking:** Handling more than one task at the same time.
- Resourcefulness:** Finding quick and clever ways to overcome difficulties.
- Creativity:** Thinking of new and original ideas.
- Strategic Planning:** Defining strategies and making decisions to achieve long-term goals.
- Mentoring:** Guiding and supporting others in their professional development.
- Motivational Skills:** Inspiring and encouraging others to achieve their best.
- Training and Development:** Enhancing the skills and knowledge of others through teaching and support.
- Scheduling:** Planning and organizing time and resources.
- Time Management:** Using time effectively and efficiently.
- Budgeting:** Planning and controlling the financial resources.
- Data Analysis:** Examining data to draw conclusions and inform decisions.
- Process Improvement:** Identifying and implementing ways to make processes more efficient.
- Innovation:** Introducing new ideas or methods.
- Market Research:** Gathering and analyzing information about market conditions.
- Customer Relationship Management:** Managing interactions with current and potential customers.
- Product Knowledge:** Understanding the features and benefits of products.
- Sales Techniques:** Effectively selling products or services.
- Vendor Management:** Handling relationships with suppliers.
- Contract Negotiation:** Reaching agreements on the terms of contracts.
- Event Planning:** Organizing and coordinating events.
- Crisis Management:** Handling emergencies effectively.
- Stress Management:** Coping with and reducing stress.

- Adaptation to Technological Changes:** Adjusting to new technologies.
- System Troubleshooting:** Diagnosing and solving system issues.
- Quality Assurance:** Ensuring that products or services meet certain standards.
- Performance Monitoring:** Tracking and evaluating performance.
- Workplace Safety Knowledge:** Understanding and applying safety practices.
- Ethical Decision Making:** Making choices based on ethical standards.
- Interpersonal Communication:** Interacting effectively with others.
- Motivation and Encouragement:** Boosting morale and inspiring others.
- Policy Implementation:** Putting policies into practice.
- Procedure Development:** Creating and improving processes.
- Environmental Awareness:** Understanding and considering environmental impacts.
- Stakeholder Management:** Managing relationships with those who have an interest in a project or organization.
- Initiative:** Taking action without being prompted.
- Flexibility:** Adjusting to changes and new challenges.
- Learning Agility:** Quickly learning and applying new skills or knowledge.
- Service Orientation:** Aiming to help and serve others.
- Cross-Functional Collaboration:** Working with different departments to achieve a common goal.
- Public Speaking:** Speaking to an audience effectively.
- Document Management:** Organizing and controlling documents.
- Statistical Analysis:** Using statistics to analyze data and draw conclusions.
- Presentation Design:** Creating visually appealing and effective presentations.
- Technical Writing:** Writing clear and precise documents related to technical information.