

Examples of transferrable skills:

- Communication skills
- Well organized
- Detail-oriented
- Customer service
- Excellent attendance record
- Follows directions well
- Manages time well
- Problem solver
- Quick learner
- Work well with others/children
- Answer multi-line phones and transfer calls
- Create and maintain office files
- Data entry
- Friendly/outgoing
- Ambitious
- Helpful
- Motivated/determined
- Flexible
- Responsible
- Self-confident
- Efficient
- Energetic/enthusiastic/optimistic
- Reliable/dependable
- Team player
- Patient
- Takes pride in work
- Independent
- Drive or operate vehicles
- Assemble or make things
- Create new ideas
- Good memory
- Able to work under pressure

- Willing to learn new things
- Money management
- Proficient at Microsoft Word (or any other computer program)
- Quick typing skills
- Strong knowledge in math (or any other subject)

Examples of specific skills:

- Create age-appropriate, educational entertainment
- Develop healthy meal plans
- Able to design basic (or advanced) web pages
- Able to work with physically and mentally challenged people
- Likes to work with and care for animals
- Basic knowledge of computer hardware
- Cash handling
- CPR Certified
- First Aid Certified
- General cleaning skills
- Take and prepare orders for customers