ENG 114 Module 3

**TRANSFERABLE SKILLS (Your instructor will provide supplemental materials to complete this activity)**

\*use Onet to research the expected Knowledge, Skills and Abilities (KSAs) for 1 occupation of your choice. Then, using the materials provided by your instructor, identify what KSAs you currently possess that would be relevant to the occupation you chose. Create a resume abstract that identifies your KSAs in at least 3 areas of responsibility. They should be written using action verbs. *A list of action verbs is available on the Career Center webpage under Job Seeker Tools, Quick Guides to Marketing Yourself.* You may choose 3 of the following categories for your abstract and you should come up with a minimum of 4 transferrable skills for each category that you have chosen:

1. Communication (THE NUMBER ONE SKILL ALL EMPLOYERS WANT)

2. Managerial/Leadership

3. Clinical

4. Organizational

5. Operational

6. Administrative

7. Technical

8. (Your choice)