



CAREER & PROFESSIONAL DEVELOPMENT CENTER

ARTICULATING YOUR TRANSFERABLE SKILLS

Come up with one specific example for when you have demonstrated each competency. This can be from your classes, previous jobs, volunteer work, student clubs, etc. Use a variety of experiences to show how well-rounded you are as a candidate!

Be sure to utilize **the P.A.R.** structure in formulating responses. Tell the interviewer a story (with a beginning, middle, and an end) about how you used a practical skill:

Step 1 (P)	Step 2 (A)	Step 3 (R)
(P)roblem: What is the situation or context?	(A)ction: What did you do to address the problem? Give detail & showcase your experience.	(R)esult: What was the outcome? If it was negative, what was the learning experience and what will you do differently next time?

NOW IT'S YOUR TURN!

SKILL: DESCRIPTION	(P)ROBLEM	(A)CTION	(R)ESULT
Example – Initiative: Ability to start & complete work projects with little prompting or supervision. Generating ideas for improvement and acting upon them.	Formal training program lacked information on cultural awareness.	Contacted campus partners to inquire about resources, and offered solution to my supervisor.	Supervisor agreed added content was necessary, and training program has been updated to be more inclusive.
Critical thinking: Exercise sound reasoning to analyze issues, make decisions, & overcome problems.			
Oral/written communication: Articulate thoughts & ideas clearly and effectively.			
Appreciate diversity: Build collaborative relationships with colleagues & customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.			
Leadership: Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.			



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SKILL: DESCRIPTION	(P)ROBLEM	(A)CTION	(R)ESULT
Professionalism/work ethic: <i>Demonstrate personal accountability and effective work habits: punctuality, time management, ethical behavior, learning from mistakes.</i>			
Confidence: <i>Volunteering options and ideas, asking questions, not being afraid to admit ignorance, initiating conversations.</i>			
Creativity: <i>Initiating new ideas, thinking about possibilities, not being deterred by failure, improvising & experimenting.</i>			
Positive mindset: <i>Welcoming constructive criticism, offering constructive support, awareness of strengths, eagerness.</i>			
Intercultural communication: <i>Articulate thoughts/ideas clearly & effectively across cultures. Communicate despite barriers.</i>			
Flexibility: <i>Adapt to new, changing, and unfamiliar environments. Exercise patience & level-headedness. Function with a high level of ambiguity.</i>			
Other:			
Other:			