





















Transferable Skills

Securing a job or an internship requires more than simply listing your experience on a resume. Employers seek **transferable skills** that you acquire and hone through work experience, volunteering, classes, clubs and organizations, and more. The National Association of Colleges and Employers (NACE) reports yearly on skills that employers desire most in new college graduates. Here are the top 20 transferable skills based on data from the 2020 Job Outlook Survey:

Skill	Percentage (%) of Respondents
Problem-solving skills	91.2% 
Ability to work in a team	86.3% 
Strong work ethic	80.4% 
Analytical/quantitative skills	79.4% 
Written communication skills	77.5% 
Leadership	72.5% 
Verbal communication skills	69.6% 
Taking initiative	69.6% 
Detail-oriented	67.6% 
Technical skills	65.7% 
Flexibility/adaptability	62.7% 
Interpersonal skills	62.7% 
Computer skills	54.9% 
Organizational ability	47.1% 
Strategic planning skills	45.1% 
Friendliness/outgoing personality	29.4% 
Entrepreneurial skills/risk-taking	24.5% 
Tactfulness	24.5% 
Creativity	23.5% 
Fluency in a foreign language	2.9% 

Source: [Job Outlook 2020](#), National Association of Colleges and Employers