

Transferable Skills

For the Communications Field

CENTER for
EXPERIENTIAL
LEARNING

Live Your Learning

ST. OLAF COLLEGE

Communication Skills

- Use precise language
- Write concisely
- Write creatively
- Draft documents
- Edit
- Clarify ideas
- Think clearly and form arguments
- Influence
- Persuade
- Prepare and make oral presentations
- Assess an audience and target information to a specific audience

Information Gathering Skills

- Identify resources and access information
- Gather information
- Compile and organize facts
- Use original sources
- Interpret data/information
- Summarize information

Organizational and Management Skills

- Manage information
- Establish priorities, manage time and meet deadlines
- Manage a project from conception to completion

Analytical Skills

- Quickly digest large amounts of information
- Think logically and critically
- Perceive patterns/structures

- Make analogies
- Compare/contrast
- Analyze texts and information
- Synthesize information
- Make critical observations and evaluations
- Develop hypotheses
- Think independently
- Evaluate results
- Understand components of complex problems
- Find solutions to intricate problems
- Comprehend and apply new or unfamiliar information to different situations and settings
- Perceive the world from multiple points of view

Interpersonal and Teamwork Skills

- Work with others
- Contribute to teamwork through leading, teaching, motivating others
- Identify, plan and contribute to team goals

St. Olaf College – Center for Experiential Learning

Career Connections

Phone: (507) 786-3268

Internships

Fax: (507) 786-3626

Civic Engagement

Entrepreneurship

www.stolaf.edu/services/cel