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|  | **Transferable Skills (Can be used at any job)**These are skills that are transferred from one job to the next. If you change careers, you will still be able to use these skills in any job. For example, if you are a medical billing clerk, you may have consistent contact with patients and must practice patience and a positive attitude when dealing with customers. If you become a teacher, that skill is transferable to dealing with children. |
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**LIST YOUR SKILLS**

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| **Job-Specific Skills (Related to your current job)**These are skills directly related to a specific job. If you were to leave that job and change careers, those skills would probably not be useful. For example, if you are a medical manager, you may know how to use a particular patient management system online. You will not need to use these specific skills if you change jobs and become a teacher. |