



Transferable Job Skills

The tools to reinvent yourself

WHAT IS A TRANSFERABLE SKILL?

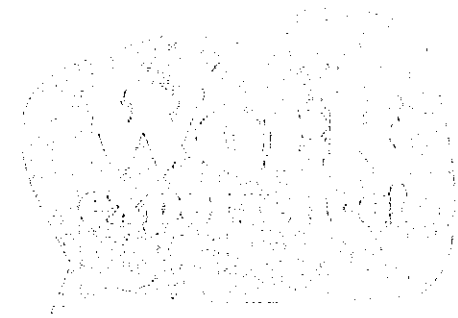
- Versatile skills that you can apply and make use of in a number of different roles
- Skills we all need to use when we work with other people, on projects, or even by ourselves
- These are not necessarily related to formal education



HOW TO DISCOVER YOUR OWN TRANSFERABLE SKILL SET

○ WHAT DO YOU KNOW?

- Your life experiences
- Volunteer work and hobbies
- Skills from current or previous jobs
- Current descriptive language



EXAMPLES OF TRANSFERABLE SKILLS

Communication

Writing clearly and concisely
Providing appropriate feedback
Advising
Explaining
Instructing
Persuading or selling
Presenting
Training
Writing & editing

Organization

Attention to detail
Follow-through
Meeting deadlines
Multitasking
Planning
Setting and attaining goals
Time management

Interpersonal

Conflict resolution
Relating well with others
Assisting others
Responding to concerns
Motivating people
Being a team player

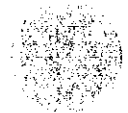
Leadership

Delegating responsibility
Coaching/teaching others
Decision-making
Evaluating
Initiating
Motivating others
Planning
Problem-solving
Supervising
Team-building



ONCE YOU HAVE A LIST OF SKILLS

- Make sure that each skill is accompanied by an object or a trait
 - For example, instead of “writing” → “writing letters and memos” or “writing clearly and concisely”
- For each skill, think of an example illustrating your use of this skill
 - Situation → Action → Result



REMEMBER!

- ◆ Convert your list into descriptive phrases that can be used in your resume or cover letter
- ◆ The type of transferable skills you highlight in a cover letter or resume should be related to the position for which you are applying
- ◆ Be prepared to discuss your skills during an interview

