

Career & Employment Center

Transferable Skills

What Are Transferable Skills?

Transferable skills are the skills you've gathered through various jobs, volunteer work, hobbies, sports, or other life experiences that can be used in your next job or new career. In addition to being useful to people changing careers, transferable skills are also important to those who are facing a layoff, new graduates who are looking for their first jobs, and those re-entering the workforce after an extended absence.

How to Identify Your Transferable Skills

The job titles you've held may tell little about what your actual jobs entailed. Formal job descriptions are often very different from reality. That is why it's important to dissect each job you've held in order to discover what skills you actually used to do that job. If you are re-entering the workforce or entering it for the first time you'll have to look at your life experiences to get this information. Most people don't realize how many job related skills they have. Skills that employers seek are:

- analytical/problem solving
- flexibility/versatility
- interpersonal
- written/oral communication
- organizational/planning
- time management
- leadership qualities

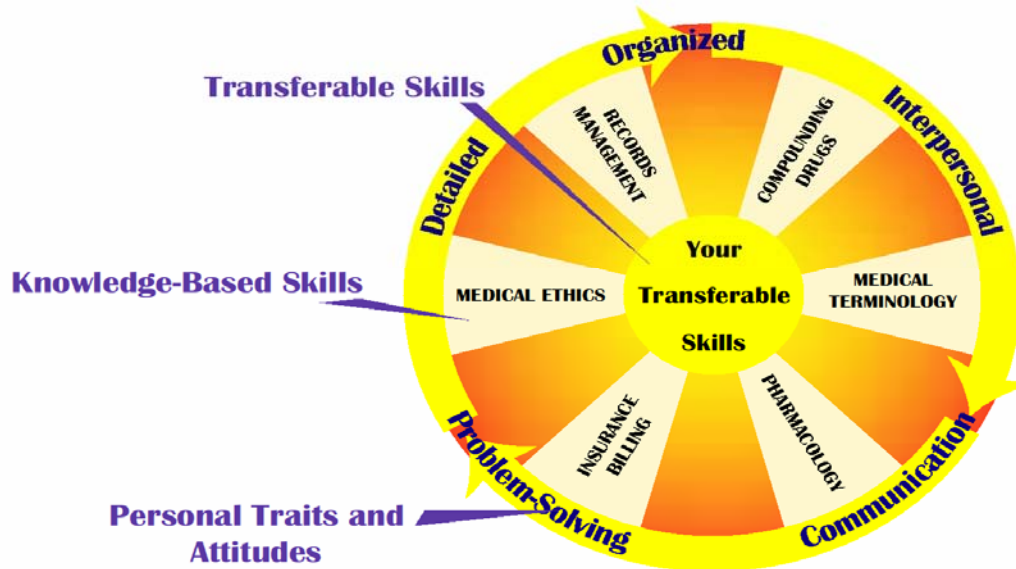
Skills can be classified into three categories:

Transferable skills – more generalized skills that can be transferred from one environment to another. Many of these skills are acquired through academic studies, life experience, problem solving, organization, and planning.

Knowledge based skills – *specific* to an occupation, such as knowledge of insurance billing or measuring pharmaceuticals.

Personal traits – part of a person's temperament or personality style, like calm, even-tempered and honesty or a sense of humor.

Example of skills in the pharmaceutical field



You gain skills from everything you do – your past experiences including school, jobs, leisure and volunteer work.

Note: The difference between skills and job duties is that skills can be taken from job to job, whereas duties are particular to a job.

Examples of Transferable Skills

Over the years you have developed many skills from coursework, extracurricular activities and your total life experiences. A prospective employer wants you to be able to apply the skills you have learned to your work environment.

On the following sheet of paper, identify the skills you have used, and on your own sheet of paper, write the ways in which you have used them.

Transferable Skills

Communication Skills

Speaking effectively
Writing concisely
Listening attentively
Expressing ideas
Facilitating group discussion
Providing feedback
Negotiating
Persuading
Reporting information
Describing feelings
Training
Giving presentations
Selling
Promoting
Networking
Interviewing
Consulting
Collaborating

Management & Leadership

Initiating new ideas
Event/Project Management
Coordinating tasks
Managing groups
Delegating responsibility
Teaching/Coaching
Counseling
Promoting change
Selling ideas or products
Decision making with others
Managing conflict

Physical Skills

Using coordinating
Repairing
Building/Constructing
Creating crafts
Working outdoors
Operating equipment
Using tools
Assembling
Transporting
Inspecting

Creative Expression

Designing
Displaying
Composing
Inventing
Planning events
Producing events
Performing
Writing
Preparing food

Mental/Analytical Skills

Analyzing
Math Skills
Observing
Researching/Investigating
Categorizing
Organizing
Editing

Human Relations Skills

Developing rapport
Listening
Providing support for others
Sharing credit
Counseling
Providing care
Providing hospitality
Representing others
Perceiving feelings, situations
Expressing feelings
Asserting

Work Survival Skills

Teamwork
Networking
Being punctual
Time management
Attending to detail
Meeting goals
Enlisting help
Accepting responsibility
Setting and meeting deadlines
Organizing

Computer Skills

- Typing
- Word processing
- Creating spreadsheets
- Maintaining databases
- Desktop Publishing
- Manipulating photos and images
- Programming
- Troubleshooting
- Emailing
- Using the Internet
- Web Editing
- Web Designing

Personal Skills/Attributes

- Creative
- Resourceful
- Caring
- Enthusiastic
- Outgoing
- Detail-oriented
- Calm/Even-tempered
- Tactful
- Honest
- Conscientious
- Discerning
- Self-Confident

Other Skills: _____
