



Transferable Skills

What are Transferable Skills?

You may be feeling like you are not prepared to jump into the real world because you are lacking a large amount of work experience. You have a little more training than you think. Consider these skills:

- Communication Skills
- Teamwork
- Academic Achievement
- Flexibility/Adaptability
- Honesty/Integrity
- Motivation/Initiative
- Leadership
- Interpersonal Skills
- Technical Skills
- Work Ethic and Analytical/Problem Solving

Transferable skills are areas of development that will transfer from one environment to another such as home, school, work, volunteerism, or extra-curricular activities. They can be used in many different environments, such as across occupations, regardless of the type of work! Many employers think that if you are able to use a skill in one situation, you should be able to use that skill in another job, even if the work appears to be unrelated to your past employment or educational experience.

Using Transferable Skills

It is important as you begin the job search process, that you know your own qualifications. Prospective employers expect that you will be able to apply previously learned skills from work and school. Here is where to include them.

Resume

Highlight skills learned in paid jobs, internships, service-learning projects, and research experiences.

Cover Letter

This is an area where you can really spotlight skills you have gained. Many people use the cover letter as an avenue to expand on specific details that would not fit in the confines of a resume.

Interview

An interview is all about how you communicate transferable skills learned in previous experiences to a prospective employer. You must connect your involvement in an activity with what lessons and skills you took away from it.

For help with skill sets or any other career-related issue, come see us in the Career Center!

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