

# ▶ HIGHLIGHTING YOUR TRANSFERABLE SKILLS

Transferable skills are skills developed in one situation (job role/occupation) that are transferable to another situation (job role/occupation).

Transferable skills are generic, every day, employability, life or key skills. They are necessary for effective performance, not only in the workplace, but also in life in general. Some examples of such skills include team working, communication skills, problem solving, planning and time management.

The numerous transferable skills you possess equip you to transition to your next career opportunity and is the foundation on which you build your career and experiences.

## What transferable skills are valued in the job market?

- Written and verbal communication
- Problem solving
- Critical thinking
- Interpersonal and relationship building
- Time management skills
- Team work
- Ethical and professional attitude
- Initiative
- Self-motivation with a strong sense of responsibility
- Ability to work under pressure and meet deadlines
- Flexibility and adaptability

## Why are transferable skills important?

Clearly identifying your transferable skills and communicating them to prospective employers is highly important. In particular, having a clear sense of transferable skills can help you to:

- build self-confidence and recognise the value of your skills in the community
- write effective resumes, selection criteria responses, and letters of application
- perform better in interview situations by clearly articulating the skills you bring to the job
- develop your portfolio of skills
- identify skills gaps/shortages to continue to develop your skillset and enhance your employability.

## ▶ HOW TO IDENTIFY TRANSFERABLE SKILLS

### Analyse what you have done

Take a blank sheet of paper and list all significant jobs, events and activities you have been involved in. For each job, event, and activity, list the skills you used and qualities you demonstrated

### Think laterally about sources of skills

Transferable skills come from various areas of our lives e.g. employment, education, voluntary work, sporting activities, travelling and many other situations. Start by making a list of your transferable skills and match them to the needs of employers by looking at various job descriptions or advertisements that you might be interested in.

### Complete a skills inventory or checklist

Another strategy to identify your skills is to complete an inventory or checklist. Make a list of skills that you have gained or developed through employment, education and training, work experience and other life experiences. Completing a checklist is a great way to take a comprehensive look at your skills.

### Build evidence of your success

Keep a portfolio (i.e. an ongoing file) of all positions held (paid or voluntary), events and activities that you have participated in and achievements gained. Make a note of skills gained and qualities demonstrated. Collect evidence of your achievements, including positive comments made by supervisors, peers and customers. Throughout your career, you may apply for many jobs. An up-to-date career portfolio means you always have an easy reference to demonstrate evidence of your abilities.