

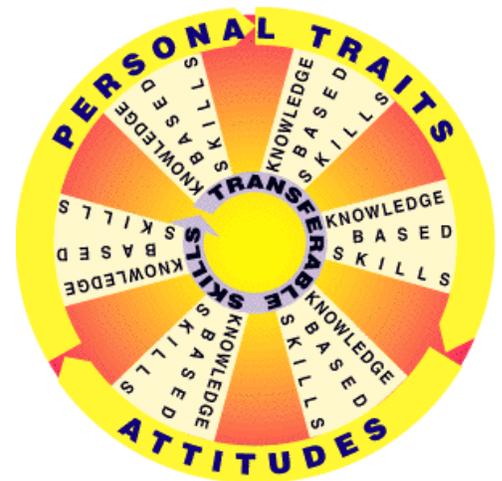
TRANSFERABLE SKILLS

Before you can prepare an effective resume, you must do some self-reflection to determine the personal and professional attributes, which you possess. In order to market yourself effectively, you need to know the skills and abilities that you have to offer an employer. This requires research on your part. The prospective employer is looking for specific things in your resume to measure your potential as an employee and to see whether your qualifications match the requirements of the job.

Most university students don't realize how many job related skills they have. The ten top skills that employers are looking for are: analytical/problem solving; flexibility/versatility; interpersonal; oral/written communication; organizational/planning; time management; leadership qualities; and someone who is enthusiastic/motivated; a self starter, shows initiative; and a team player.

A skill is an ability to perform an activity in a competent manner and can be classified into three categories:

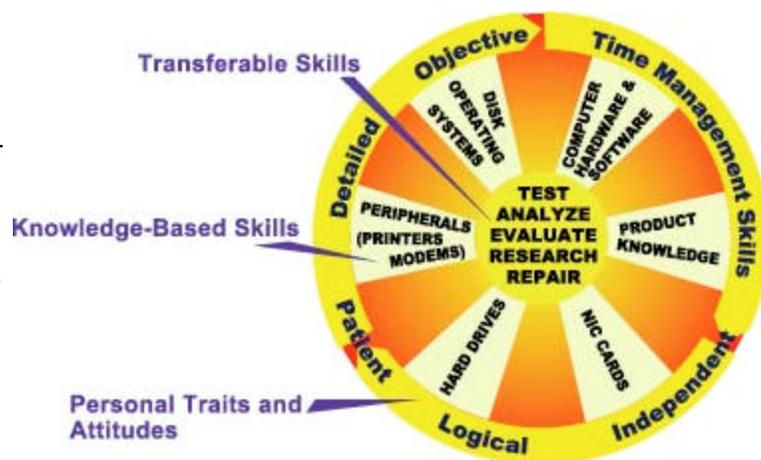
- **Transferable Skills** - skills that are more generalized and can be transferred from one environment to another. University students have many transferable skills that they have developed through their academic studies, e.g., problem solving, organizational/planning
- **Knowledge Based Skills** - skills that are specific to an occupation, e.g. computer skills, teaching skills, accounting
- **Personal Traits** - part of a person's temperament, personality or style, e.g., interpersonal skills, honesty, sense of humor



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

Transferable skills form the core of your wheel. They are the drivers of your knowledge based skills - the specific knowledge or expertise required to perform your work. Your personal traits and attitudes also contribute to performing work.

The wheel depicted here shows the three types of skills a **computer repair person** might possess.



EXERCISE

Following is a list of transferable skills for you to choose from. This is not an exhaustive list so add other skills that pertain to you and the field which you are entering. For example, driving a forklift is a good skill but is not very relevant to the field of accounting. It is important to validate your skills by giving specific examples of how you have used them.

SKILLS	Examples of where I demonstrated my ability to use this skill
Analyzing situations or data	
Assembling equipment or information	
Calculating mathematical computations or risk assessment	
Coaching guiding or tutoring	
Commitment	
Communication oral and written	
Compiling data or facts	
Constructing objects or building	
Coordinating activities or events	
Counseling	
Creating artistic creations, new ideas or inventions	
Decision making	
Delegating tasks or responsibilities	
Designing products or systems	
Displaying ideals, products or systems	
Editing newspapers or magazines	
Enthusiasm/Optimism	
Flexibility	

Fundraising	
Handling complaints	
Honesty/Integrity	
Initiative/Drive	
Inspecting or examining	
Interpreting data, legal, medical, technical or other	
Interpersonal	
Interviewing	
Investigating	
Judgment	
Leadership	
Marketing/Selling ideas, products or policies	
Meeting the public/customer service	
Monitoring/Supervising progress, people, processes	
Motivating self or others	
Negotiating	
Observing equipment, machines or changing situations	
Operating equipment, machines, vehicles	
Patience/Persistence	
Performing under stress	
Planning/organization	
Problem solving	

Public relations	
Reliable/Dependable	
Research	
Self discipline	
Sense of humor	
Teaching	
Teamwork	
Tolerance/Open-minded	
Troubleshooting	
Using instruments	
Writing	

SUMMARY: My five strongest, career related transferable skills are:

- 1.
- 2.
- 3.
- 4.
- 5.

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