

Cover letter and interviews are the best way. The goal is to show the employer that you have the skills needed to do the job. Look over your transferable skills worksheet and choose the skills that you would use in the job you are applying for. Use these when creating your cover letter to demonstrate you are qualified for the position. When preparing for an interview, practice giving examples of situations in which you used these skills.

What are some examples of transferable skills?

Do you have an idea of what transferable skills are? If not, here are some examples to help you out.

As a student, you use **multi-tasking skills** when balancing homework between several classes. You are able to **meet deadlines** when you turn a paper in on time. You **conduct research** for projects and papers. Additionally, you **reach goals** by working hard and earning the grades you want.

What if you are working at a job already but do not feel your skills will transfer to the job you want? Think again! Let's use the example of a waitress who is applying for a secretarial position. A waitress uses **multi-tasking** skills by balancing the needs of several tables at once, **provides customer service** to her guests through conversation and handling conflicts, **listens attentively** as the guest requests food and beverage items and **relays** food orders from the guest to the cook staff. A secretary uses these skills everyday! A secretary uses **multi-tasking** skills when answering phones and assisting individuals in the office, **customer service** skills when working on the frontlines with customers to make a positive first impression, **listening skills** when determining customers' and supervisors' needs and **relays** information from customers to supervisors.