

TRANSFERABLE SKILLS

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Transferable skills are skills you have acquired during various activities and aspects in your life that are transferable and applicable to your job search. In other words, they are skills that you already have that you can use in your new field of work or in the job position you are applying for. Don't forget the skills that you use at your current job as well. Just because it may be a different line of work than the position you are applying for doesn't mean another employer will not benefit.

EXAMPLES OF TRANSFERABLE SKILLS

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.

IDENTIFYING TRANSFERABLE SKILLS

This process begins by reflecting on all of your relevant experiences that may include work experience, academics, extracurricular activities, and life experiences. When identifying your transferable skills, consider these categories and examples:

COMMUNICATION (oral and written)

- Advising
- Explaining
- Persuading/selling
- Public speaking
- Translating
- Articulating
- Instructing
- Presenting
- Training
- Writing/editing
- Listening
- Providing feedback
- Negotiating

INTERPERSONAL

- Relating well with others
- Responding to concerns
- Motivating
- Assisting
- Resolving conflicts
- Being a team player
- Providing care
- Developing

LEADERSHIP

- Decision making
- Evaluating
- Managing
- Planning
- Supervising
- Delegating
- Initiating
- Motivating others
- Problem solving
- Team building
- Facilitating
- Coordinating

ORGANIZATIONAL

- Follow through
- Multi-tasking
- Setting/attaining goals

- Meeting deadlines
- Planning
- Time management

- Brainstorming/initiating new ideas
- Predicting/forecasting
- Critical thinking

- Identifying resources
- Analyzing data
- Gathering information/data
- Prioritizing

WORK ETHIC & PERSONALITY TRAITS

- Self-motivated
- Diligent
- Ambitious

- Reliable
- Positive
- Driven

- Timely
- Able to work independently