



## UNDERSTANDING AND HIGHLIGHTING YOUR TRANSFERABLE SKILLS

Transferable skills are those skills which are important to on-the-job success, however, are typically learned through both personal and work experiences. For example, you might need an ability to organize, communicate, plan, and solve problems to be successful in a position. These are all skills you learned or improved while at school, from participating in community or sporting events, at previous jobs, and by interacting with family and friends. Since these are skills that every employer looks for, your ability to demonstrate these is critical during the hiring process. The first step when considering how to leverage your transferable skills is to take an inventory of those skills you already have and can use in a specific position. According to NACE (National Association of Colleges and Employers), skills that today's employers look for the most include:

- 1. Strong work ethic**
- 2. Communication skills (written and verbal)**
- 3. Problem solving skills**
- 4. Interpersonal skills**
- 5. Flexibility or adaptability**
- 6. Initiative**
- 7. Leadership**
- 8. Analytic skills**
- 9. Ability to work with others**
- 10. Technical or computer skills**



Once you have an inventory of your transferable skills, you should incorporate as many as possible into your resume and interview responses. If you're applying for a sales position, highlight your interpersonal skills, initiative, communications, and your ability to work with and persuade others. A finance or logistics position might utilize these skills along with analytic, problem solving, and technical/computer skills. Practice using several of these within your responses to interview questions and use multiple examples of the same skill to reinforce your proficiency. A complete list of these skills can be downloaded at: <http://interviewskills101.com/resources.html>

