

# Transferable Skills



## What are they and how can you use them?

Transferable Skills are another powerful tool in your resume kit. Transferable skills apply to all professions and are not specific to one type of job or industry.

These skills are those which make you unique to other applicants. 10 people may apply for 1 position, but each applicant will have different Transferable skills. Transferable skills can be the discerning difference between applicants who hold the same or similar levels of qualifications and experience; so, including them in your resume is important!

There are 7 common categories of Transferable Skills; it is unlikely that you will have all of them as they represent a broad range of skills and that's ok, because that's what makes you 'YOU'.



1

### **Teamwork**

Having the ability to work effectively and respectfully with other employees who have different backgrounds, skillsets and responsibilities than you.

2

### **Leadership**

This is one of the most complex of the skills listed and requires a person to have mastered all the other Transferable Skills. Leadership involves leading by example and inspiring those which are being led to also master a broad range of Transferable Skills. Good leadership will not only benefit the organization but also the overall development and wellbeing of the workforce and is a highly sort after skill.

3

### **Communication**

Appropriate and effective communication involves both verbal and nonverbal methods such as listening and body language. Writing and technical communication are equally important, as is the knowledge of choosing the right method of communication and knowing when to use it.

4

### **Multitasking**

Effective time management, organizational skills and the ability to adapt in a fast-paced environment are valuable assets in many workplaces and should not be overlooked when listing transferable skills.



5

### **Critical Thinking**

The ability to apply common sense, reasoning and problem-solving skills when presented with a challenge within the workplace. Such skills cannot be quantified and are seen by many employers as an invaluable personal skill.

6

### **Technical**

Maintaining a proficient level of Technological skills to ensure that you remain UpToDate and relevant in the workplace. This shows employers that you are willing and able to continue learning within the workplace.

7

### **Creativity**

A combination of your ethics, energy and investment which you apply within your work. Most job sectors look for honest, reliable and driven employees.