

**Career Development Services**

Hours: Monday-Thursday 8am-5pm

Fridays: 8am-noon (closed Fridays June &amp; July)

Lawrence A. Bertolini Student Center, Third Floor

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(707) 527-4941



## TRANSFERABLE SKILLS

### WHAT ARE TRANSFERABLE SKILLS?

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Transferable skills are the skills you've gathered through various jobs, volunteer work, hobbies, sports, or other life experiences that can be used in your next job or new career. In addition to being useful to people changing careers, transferable skills are also important to those who are facing a layoff, new graduates who are looking for their first jobs, and those re-entering the workforce after an extended absence.

» **Skills can be classified into three categories:**

**Transferable skills** - more generalized skills that can be transferred from one environment to another. Many of these skills are acquired through academic studies, life experience, problem solving, organization, and planning.

**Knowledge based skills** - specific to an occupation, such as knowledge of insurance billing or measuring pharmaceuticals.

**Personal traits** - part of a person's temperament or personality style, like calm, even-tempered and honesty or a sense of humor.

### HOW TO IDENTIFY YOUR TRANSFERABLE SKILLS

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The job titles you've held may tell little about what your actual jobs entailed. Formal job descriptions are often very different from reality. That is why it's important to dissect each job you've held in order to discover what skills you actually used to do that job. If you are re-entering the workforce or entering it for the first time you'll have to look at your life experiences to get this information. Most people don't realize how many job related skills they have. Skills that employers seek are:

- analytical/problem solving
- flexibility/versatility
- interpersonal
- written/oral communication
- organizational/planning
- time management
- leadership qualities

### EXAMPLES OF TRANSFERABLE SKILLS

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» **Communication Skills**

Speaking effectively

Writing concisely

Listening attentively

Expressing ideas

Facilitating group discussion

Providing feedback

Negotiating

Persuading

Reporting information

Describing feelings

Training

Giving presentations

Selling

Promoting

Networking

Interviewing  
Consulting  
Collaborating

» **Creative Expression**

Designing  
Displaying  
Composing  
Inventing  
Planning events  
Producing events  
Performing  
Writing  
Preparing food

» **Mental/Analytical Skills**

Analyzing  
Math Skills  
Observing  
Researching/Investigating  
Categorizing  
Organizing  
Editing

» **Management & Leadership**

Initiating new ideas  
Event/Project Management  
Coordinating tasks  
Managing groups  
Delegating responsibility  
Teaching/Coaching  
Counseling  
Promoting change  
Selling ideas or products  
Decision making with others  
Managing conflict

» **Human Relations Skills**

Developing rapport  
Listening  
Providing support for others  
Sharing credit  
Counseling  
Providing care  
Providing hospitality  
Representing others  
Perceiving feelings, situations  
Expressing feelings  
Asserting

» **Physical Skills**

Using coordinating  
Repairing

Building/Constructing  
Creating crafts  
Working outdoors  
Operating equipment  
Using tools  
Assembling  
Transporting  
Inspecting

» **Work Survival Skills**

Teamwork  
Networking  
Being punctual  
Time management  
Attending to detail  
Meeting goals  
Enlisting help  
Accepting responsibility  
Setting and meeting deadlines  
Organizing

» **Computer Skills**

Typing  
Word processing  
Creating spreadsheets  
Maintaining databases  
Desktop Publishing  
Manipulating photos and images  
Programming  
Troubleshooting  
Emailing  
Using the Internet  
Web Editing  
Web Designing

» **Personal Skills/Attributes**

Creative  
Resourceful  
Caring  
Enthusiastic  
Outgoing  
Detail-oriented  
Calm/Even-tempered  
Tactful  
Honest  
Conscientious  
Discerning  
Self-Confident