Tackling Those Transferable Skills

What is a transferable skill? It is a core skill that most employers value and can be taken with you and applied to a new professional role.

Consider how you have demonstrated the following:

- Leadership – campus positions, job roles, committees and group projects
- Trainability – able to take direction and open to learning
- Reliability – punctual, meets deadlines, time management
- Management – administration, supervision, training
- Trustworthiness – handling confidential information
- Teamwork – collaboration, common vision, mutual goals
- Diversity – travels, immersion into diverse cultures, a second language

Now consider specific experiences and accomplishments you have had and how you can translate these skill sets in a way that makes sense in the jobs for which you are applying. For example, have you volunteered at a local animal shelter? If so, transferable skills could be teamwork, dedication or organizing. Have you been an athlete? If so, you’ve likely developed discipline, know how to balance your time well and can take feedback well. Utilizing this type of thought process, consider your past and all of the skills you have developed:

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<th>Experience/Accomplishment</th>
<th>Transferable Skills</th>
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Ultimately, you need to let potential employers know who you are, what you stand for and what makes you a potential asset to their organization in order to even be considered for hire. It’s all part of developing a personal brand.