

Career Hub Services

Lawrence A. Bertolini Student Center, Third Floor

Hours: Monday- Thursday: 8:00 a.m.-5:00 p.m.

Friday: 8:00 a.m.-12:00 p.m. (Closed Fridays June & July)

(707) 527-4329



TRANSFERABLE SKILLS

WHAT ARE TRANSFERABLE SKILLS?

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

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:

- | | |
|---|--|
| <input type="checkbox"/> analytical/problem solving | <input type="checkbox"/> organizational/planning |
| <input type="checkbox"/> flexibility/versatility | <input type="checkbox"/> time management |
| <input type="checkbox"/> interpersonal | <input type="checkbox"/> leadership qualities |
| <input type="checkbox"/> written/oral communication | |

EXAMPLES OF TRANSFERABLE SKILLS

» **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