

HIGHLIGHTING YOUR TRANSFERABLE SKILLS

Transferable skills are generic, every day, employability, life or key skills. They are necessary for effective performance, not only in the workplace, but also in life in general. Some examples of such skills include teamwork, communication skills, problem solving, planning and time management.

These transferable skills you possess equip you to transition to the next career opportunity and is the foundation on which you can build your career and experiences.

What transferable skills are valued in the job market?

- Written and verbal communication
- Problem solving
- Critical thinking
- Interpersonal and relationship building
- Time management skills
- Team work
- Ethical and professional attitude
- Information Technology
- Initiative
- Self-motivation with a strong sense of responsibility
- Ability to work under pressure and meet deadlines
- Flexibility and adaptability
- Numeracy

Why are transferable skills important?

Clearly identifying your transferable skills and communicating them to prospective employers is highly important. Having a clear sense of transferable skills can help you to:

- Build self-confidence and recognise the value of your skills in the community
- Write effective resumes, selection criteria responses, and application letters
- Perform effectively in interview situations by clearly articulating the skills you have
- Develop a portfolio of skills
- Identify skills gaps/shortages to develop your skillset to enhance employability

HOW TO IDENTIFY TRANSFERABLE SKILLS

Analyse what you have done

Record any significant tasks, events and activities you have been involved in. For each task, event, and activity, list the skills used and qualities that you demonstrated.

Highlighting your transferable skills

When transitioning from one workplace to another it is useful to identify the skill set and abilities that you have.

Many of those skills can be carried across to a new role. This is what is referred to as transferable skills. Examples of this include: communication skills, problem solving, time management and team work.

These transferable skills are necessary not just in the workplace but in life generally.

Being able to identify your transferable skills will assist potential employers in assessing your suitability for roles within their organisation.

Think laterally

Transferable skills are developed in a range of ways including employment opportunities, education, voluntary work, sporting involvement or travelling. Start by recording these skills and linking to the job descriptions advertised by the employer.

Skills inventory or checklist

Another strategy to identify your skills is to compile an inventory or checklist. Make a list of skills that you have gained or developed through employment, education and training, work experience and other life experiences. Completing a checklist is a positive step to take a comprehensive look at your skills.

Build evidence of your success

Throughout your career, you may apply for many jobs. An up-to-date career portfolio means you always have an accessible reference to demonstrate evidence of your abilities.

Keep a portfolio (i.e. an ongoing file) of all positions held (paid or voluntary), events and activities that you have participated in and achievements gained. Make a note of skills gained and qualities demonstrated. Collect evidence of your achievements, including positive comments made by supervisors, peers and customers.

Throughout your career, you may apply for many jobs. An up-to-date career portfolio means you always have an easy reference to demonstrate evidence of your abilities.

