Transferable Skills

What are Transferable Skills?
Transferable skills are areas of development that will transfer from one environment to another such as home, school, work, volunteerism or co-curricular activities.

How to I acquire Transferable Skills?
Skills can be acquired in a variety of settings. As a student, you develop technical skills related to your major. In addition, you work in teams on class projects or take on leadership positions in a student organization. As an intern, you begin to build your professional portfolio as you help your employers solve problems and meet customer needs. Make a list of your experiences both on- and off-campus and develop an inventory of skills.

Why do I need Transferable Skills?
Many employers think that if you are able to use a skill in one situation, you should be able to use that skill in another job, even if the work appears to be unrelated to your past employment or educational experience. According to NACE (The National Association of Colleges and Employers), the top 10 personal qualities employers seek as:

- Communication Skills
- Motivation / Initiative
- Teamwork Skills
- Leadership Skills
- Academic Achievement
- Interpersonal Skills
- Flexibility / Adaptability
- Technical Skills
- Honesty / Integrity
- Work Ethic and Analytical / Problem Solving Skills

How do I tell employers about my Transferable Skills?
- Resume – Include your transferable skills the summary of qualifications section to emphasize that your skills match the job requirements
- Interview – Identify your transferable skills that are relevant to the job requirement. Include an example of your proficiency in that transferable skill.

What are my Transferable Skills?
Having a degree does not guarantee a job in today’s market. You must find the best way to present your qualifications in a multidimensional manner. Use the list on the next page to get you thinking in the right direction.

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Transferable Skills

Communication
The skillful expression, transmission and interpretation of knowledge and ideas.

- Speaking effectively
- Writing concisely
- Listening attentively
- Expressing ideas
- Facilitating group discussion
- Providing appropriate feedback
- Negotiating
- Perceiving nonverbal messages
- Persuading
- Reporting information
- Describing feelings
- Interviewing
- Editing

Research & Planning
The search for specific knowledge and the ability to conceptualize future needs and solutions for meeting those needs.

- Forecasting, predicting
- Creating ideas
- Identifying problems
- Imagining alternatives
- Identifying resources
- Gathering information
- Solving problems
- Setting goals
- Extracting important information
- Defining needs
- Analyzing
- Developing evaluation strategies

Interpersonal & Teamwork
The use of interpersonal skills for resolving conflict, relating to and helping people.

- Developing rapport
- Being sensitive
- Listening
- Conveying feelings
- Providing support for others
- Motivating
- Sharing credit
- Counseling
- Cooperating
- Delegating with respect
- Representing others
- Asserting
- Honesty
- Perceiving feelings, situations

Organization, Management & Leadership
The ability to supervise, direct and guide individuals and groups in the completion of tasks and fulfillment of goals.

- Initiating new ideas
- Handling details
- Coordinating tasks
- Managing groups
- Delegating responsibility
- Teaching
- Coaching
- Counseling
- Promoting change
- Selling ideas or products
- Decision making with others
- Managing conflict

Work Ethic
The day-to-day skills which assist in promoting effective production and work satisfaction.

- Accepting responsibility
- Implementing decisions
- Cooperating
- Enforcing policies
- Being punctual
- Managing time
- Attending to detail
- Meeting goals
- Enlisting help
- Organizing
- Making decisions
- Flexibility
- Adaptability
- Honesty
- Integrity
- Setting & meeting deadlines
How do I determine my Transferable Skills from my Job Duties and Tasks?

- Start with one work experience you have been involved with.
- Break down the major tasks that you performed.
- Then divide each task into the skills that you acquired from performing that task.

**Job Server at Outback**

- Task: Take Orders
  - Explained & Suggested Menu Items
  - Skill: Interpersonal Skills
  - Sales

- Task: Put Food Orders In
  - Related order to kitchen staff
  - Skill: Teamwork

- Task: Deliver Food to Table
  - Accurately distributed food
  - Skill: Organization

- Task: Take Payment
  - Managed various amounts of money
  - Skill: Cash Handling