

TRANSFERABLE SKILLS

JOB SEARCH KICKSTART:

TRANSFERABLE SKILLS MASTER LIST

What Are Transferable Skills?

Transferable skills are the skills you obtain and master during your education, internships and through work experience which can be used in future employment settings. These are skills that can be used in multiple settings and career fields.

Transferable skills are especially important for recent university grads, mid-life career changers, or anyone who's been out of the workplace for a significant time.

Examples of transferable hard skills include:

- Proficiency in another language
- Experience with computer programs, such as Microsoft Office
- Management experience
- Budget management
- Social media account management

Soft skills can also be included in transferable skills and are valued by employers. Be sure to include these three in-demand soft skills:

- Customer service
- Written and verbal communication
- Problem-solving

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Transferable skills can be an asset in marketing yourself to employers. Include them in the summary of qualifications or skills section on your resume.

For instance, a teacher applying for a customer service job or office support role could include transferable skills such as communication and / or public speaking skills, leadership, and group management skills.

If you don't have direct experience related to the job title you are seeking, transferable skills are crucial.

For example, a new university grad who worked as a campus tour guide has developed excellent communication and customer service skills. These skills are applicable to a variety of roles, such as a customer service rep, tech support, or even management roles.

This master list of transferable skills can be helpful in identifying your transferable skills.

How to Use this List:

- Use this 4 page master list to create your personal list of transferable skills.
- Clearly define your own specific transferable skills, adding to the list as needed.
- Add relevant transferable skills to your resume as needed for each job application.

TRANSFERABLE SKILLS

General Transferable Skills

- Public speaking
- Customer service
- Proficient in an additional language (specify languages)
- Computer software proficiency (specify computer programs)
- Event planning and coordination
- Motivation or inspiration of others
- Visual detail
- Process evaluation
- Work evaluation
- Crisis management skills
- Conflict management skills
- Written or graphic presentation skill
- Power point or other presentation skills
- Equipment or machine repair: be specific
- Complaint management
- Fundraising coordination
- Volunteer coordination
- Team coaching
- Building or construction planning
- Building design, furniture design, etc.
- Financial management. Specify budgeting skills/ software
- Teaching or training
- Ethical analysis
- Team Building skills

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Administrative and Office Skills

- Report preparation
- Newsletter design and publication
- Social media account management
- Computer proficiency - such as Excel, Word, Publisher, Microsoft Office
- Risk identification
- Record keeping and management
- Calendar/ schedule management
- Travel arrangement for individuals or groups
- Editing and Proofreading
- Data management
- Proficient in desktop publishing
- Bookkeeping/ accounting skills
- Budget creation and management
- Office management - including inventory and scheduling
- Word processing/ typing proficiency
- Transcription of dictation or live speech

Communication Skills

- Effective and confident speaker
- Concise and skilled writer
- Public relations management
- Listening skills
- Idea generation
- Group and discussion facilitation
- Supervision and evaluation of staff
- Negotiation skills

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- Persuasion and sales skills
- Information management and reporting
- Interview and hiring experience

Research and Problem Solving Skills:

- Forecaster and predictor
- Problem clarification and identification
- Alternative generator
- Problem solver
- Evaluation of process / solution
- Data or information analysis

People Skills:

- Natural or learned rapport
- Conflict management and de-escalation
- Emotional intelligence
- Support for staff and clients
- Motivator
- Team player
- Counselor
- Skilled in delegation
- Assessment of emotional situations
- Assertive and authoritative

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Management Skills:

- Strategy generation
- Detail management
- Task coordination
- Team or group management
- Training and coaching new hires
- Change management
- Product sales
- Decision facilitation
- Team building

Basic Work Skills:

- Decision or strategy implementation
- Strategic decision making
- Team cooperation
- Policy creation and /or management
- Time management
- Goal setting and follow through
- Task organization
- Information systems organization
- Human organization
- Creation of efficient organizational structure
- Planning of efficient work flow

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