



## IDENTIFYING TRANSFERABLE SKILLS

Transferable skills refer to skills gathered through jobs, volunteer experience, sports, or coursework that can be transferred to other positions or careers. These skills are highly marketable because they are needed for a variety of jobs, and because they are portable from one job or position to the next.

### HOW TO IDENTIFY TRANSFERABLE SKILLS

Job or position titles say little about the actual work you did or the role you took on.

- Make a list of all jobs, volunteer experience, sports, or organizations you have been affiliated with in college.
- Dissect each job or role to determine the skills you used to get work done. Use the Skills Chart to help you.

### SKILLS CHART INSTRUCTIONS

- In the TASKS column list each function of your job or activity.
- In the SKILLS column list the skill(s) you used to complete the corresponding task.
- In the SKILL LEVEL column rate yourself according to your level of ability.  
 (1= highly skilled, 2= moderately skilled, 3= needs improvement)
- After completing a chart for all jobs or activities, make a list of the skills in which you are highly skilled, and another for the skills in which you are moderately skilled.

SKILLS CHART		
JOB TITLE or ACTIVITY: (Example) Secretary of the South Asian Society at XU		
TASKS	SKILLS	SKILL LEVEL
1. Take minutes for meetings and email to members	a. Present written material b. Attention to detail c. Listening skills	1 3 2
2. Organize and file new member applications	a. Keep accurate records b. Organizational skills	1 2

### EXAMPLES OF TRANSFERABLE SKILLS

#### Communication/Interpersonal Skills

Have you had to speak publicly or explain ideas to others? Have you dealt with a wide range of people? As most positions require the ability to communicate and interact with others, it is important to demonstrate your ability in these areas.

**Real life experience:** You are working as a summer tour guide.

**Résumé Example:** Gave detailed tours daily of the XU campus to incoming freshmen and transfer students during the summer.

### Writing Skills

Many employers want employees who can express themselves clearly in writing. Demonstrate your writing skills by offering a solid example of how you used those skills.

**Real Life Experience:** You are an editorial writer for Xavier's *Newswire*.

**Résumé Example:** Wrote editorials for Xavier's weekly student newspaper the *Newswire* with an average circulation of 3,000.

### Leadership, Supervising, and Management Skills

Have you ever been president of a club, or have you been in charge of a group of people? Employers like to know if you've had a leadership role, and what skills you could bring to the job such as delegating tasks or managing projects.

**Real Life Experience:** You are captain of the university tennis team.

**Résumé Example:** Voted as one of two captains of the co-ed tennis team. Made sure practices ran smoothly and efficiently, ensuring team morale. Also handled any concerns, issues or conflicts that arose within team.

### Organizational and Time Management Skills

Provide examples that demonstrate your ability to easily meet deadlines and produce well-organized work.

**Real Life Experience:** You worked as a cashier at a local restaurant.

**Résumé Example:** Collected and reconciled end-of-day receipts to account for daily sales averaging \$3000.

### Teamwork and Cooperation Skills

Highlight your ability to work well with others in various settings.

**Real Life Experience:** In your Philosophy 101 course you are required to work with a team on a research project.

**Résumé Example:** Worked collaboratively with a five-member team on an Existentialism research project.

### Drive, Motivation, and Ambition

Focus on your goals and your desire to succeed in your chosen field will be apparent. It is difficult to convey motivation if you are unsure of your interests.

**Real Life Experience:** You are working as an advertising intern for Toyota.

**Résumé Example:** Created an integrated advertising campaign for Kerry Toyota dealership, increasing customer base by 10%.

### Quantitative or Budgeting Skills

Does the field you are interested in require number crunching or adhering to budgets? If so, make sure to demonstrate your interest and abilities in this area, especially if your major or previous work experience doesn't correspond.

**Real Life Experience:** You hold the office of treasurer in your sorority/fraternity.

**Résumé Example:** Managed billing and collection of annual dues for 30 chapter members. Created new system for tracking invoices. Sent out payment to various vendors.

### Self Starter and Taking Initiative

Employers are interested in people who do not always need to be told what to do. Provide examples of how you have demonstrated initiative.

**Real Life Experience:** You served on the SGA as Student Senator in charge of campus programs.

**Résumé Example:** Initiated the renovation of the student union as well as other programs, improving student life on campus

### Also think about...

- **Flexibility:** Demonstrate your willingness to take on new tasks and change your schedule to get the job done.
- **Detail Oriented:** The more detailed you are in your work the better, illustrate your abilities with examples.
- **Technical Skills:** Market those you have, and show your willingness and ability to learn those you don't.
- **Analytical:** Display your problem solving skills by portraying the process and approach to solving problems.