

Functional Transferable Skills

What are transferable skills? They are skills you have acquired during any activity in your life -- jobs, classes, projects, parenting, hobbies, sports, virtually anything -- that are transferable and applicable to what you want to do in your next job.

In resumes, cover letters, and during interviews, you should always present your skills as applicable to the job you seek. Transferable skills are especially important if you are changing careers, seeking to do something entirely different from what you've done in the past, or if you are an entry-level jobseeker without much experience in that field.

To know what skills to emphasize, you will probably have to do some research on the company at which you seek employment and the particular job you're applying for.

For every item on your resume, think:

How can I present this skill so that it supports the idea of doing what I want to do in my next job?

For instance, everyone needs problem solving skills, whether you are a general contractor or a financial analyst. That skill transfers from position to position regardless of what the job title is.

How can this be used to benefit your resume – and your job search in general?

When you create or revise your resume, there are a number of things to consider. The most important consideration is to **ensure that your resume speaks to the prospective employer's needs.**

An employer wants to know:

- ➔ Are you qualified to do the job?
- ➔ Will you get along well with the people in the organization?
- ➔ How quickly will you contribute to the bottom line?
- ➔ Can I provide an appropriate salary for both of us?
- ➔ Will you stay with the company?

Create your resume so that these questions are addressed in subtle, but effective ways. Handle these questions by using key words that put an employer at ease, especially with your resume (but also in an interview setting).

Here is a list of transferable skills. Which ones apply to you? Feel free to use them when editing your resume, when networking in the community and, of course, in job interviews.

Verbal Communication

- Perform and entertain before groups
- Speak well in public appearances
- Confront and express opinions without offending
- Interview people to obtain information
- Handle complaints in person over phone
- Present ideas effectively in speeches or lecture
- Persuade others to a certain point of view
- Sell ideas, products or services
- Debate ideas with others
- Participate in group discussions and teams

Non-verbal Communication

- Listen carefully and attentively
- Convey a positive self image
- Use body language that makes others comfortable
- Develop rapport easily with groups of people
- Establish culture to support learning
- Express feelings through body language
- Promote concepts through a variety of media
- Believe in self worth
- Respond to non-verbal cues
- Model behavior or concepts for others

<p>Written Communication</p> <ul style="list-style-type: none"> • Write technical language, reports, manuals • Write poetry, fiction plays • Write grant proposals • Prepare and write logically written reports • Write copy for sales and advertising • Edit and proofread written material • Prepare revisions of written material • Utilize all forms of technology for writing • Write case studies and treatment plans • Demonstrate expertise in grammar and style 	<p>Train/Consult</p> <ul style="list-style-type: none"> • Teach, advise, coach, empower • Conduct needs assessments • Use a variety of media for presentation • Develop educational curriculum and materials • Create and administer evaluation plan • Facilitate a group • Explain difficult ideas, complex topics • Assess learning styles and respond accordingly • Consult and recommend solutions • Write well organized and documented reports
<p>Analyze</p> <ul style="list-style-type: none"> • Study data or behavior for meaning and solutions • Analyze quantitative, physical and/or scientific data • Write analysis of study and research • Compare and evaluate information • Systematize information and results • Apply curiosity • Investigate clues • Formulate insightful and relevant questions • Use technology for statistical analysis 	<p>Research</p> <ul style="list-style-type: none"> • Identify appropriate information sources • Search written, oral and technological information • Interview primary sources • Hypothesize and test for results • Compile numerical and statistical data • Classify and sort information into categories • Gather information from a number of sources • Patiently search for hard-to-find information • Utilize electronic search methods
<p>Plan and Organize</p> <ul style="list-style-type: none"> • Identify and organize tasks or information • Coordinate people, activities and details • Develop a plan and set objectives • Set up and keep time schedules • Anticipate problems and respond with solutions 	

The first step in identifying transferable skills is to understand the skills required of the job.

Three excellent resources exist to assist this process.

1. **The National Occupational Classification (NOC)** contains descriptions of 520 occupational groups and includes over 30,000 occupational titles. www23.hrdc-drhc.gc.ca
2. **JOB FUTURES:** detailed information on 203 occupational profiles: employment prospects, salaries, skills, working conditions, and education/training routes. <http://mb.jobfutures.org/>
3. **CAREER MATCHMAKER** at www.careercruising.com is an excellent tool to:
 - Find which occupations match your skills and interests.
 - Read job descriptions and find out if your skills match other occupations.
 - Learn about education and training offered in Manitoba and in other provinces.
 - Understand the requirements of each job.
 - Review the vocabulary and expressions used in your field.

Sources www.lifeworktransitions.comhttp://www.quintcareers.com/transferable_skills_technique.html
<http://www.professional-resume-example.com/list-of-transferable-skills.html>