



# Transferable Skills

## What are transferable skills?

These are skills that can be used in any work setting. Sometimes they are an innate part of your personality, but they also can be developed. We call them transferable because you may gain them through school, volunteering or work, and they are applicable to other volunteer or work settings.

There are certain transferable skills that the majority of employers will want. These include self-management skills, like:

- Having a positive attitude
- Being goal oriented able to deliver results
- Being able to communicate orally and in writing, and being able to read, write, understand and discuss information well, in order to meet the organization's needs
- People skills, including the ability to work well in a team, to build relationships, to problem resolve interpersonal conflicts that may arise in the workplace, to negotiate effectively, and to coach or train others
- Being flexible and adaptable to change, innovation, and new learning
- Demonstrating leadership, initiative, or resourcefulness
- Being able to present and market yourself in a professional manner in the workplace or to clients

These also include more technical skills, like:

- Problem solving, including thinking things through and the ability to make thoughtful decisions
- Using numbers to measure, calculate, and budget; and the ability to record the data effectively
- Organizational skills, including the ability to organize your work and yourself to get the job done
- Being on time and being able to prioritize competing tasks and accomplish them efficiently and by a deadline
- Taking responsibility to promote effective work production
- Gathering and using information; can include research, analysis and synthesis of information and the ability to conceptualize future needs and solutions to the employer's advantage
- Computer skills including MS Office, email and Internet search

Remember to market yourself by including your transferable skills in your accomplishment statements in your resume. See our tip sheet on *Accomplishment Statements* for more!



## Identifying Transferable Skills

### Essential Skills, from the Government of Canada

Find out about the essential skills in 350+ careers via the Essential Skills Profiles:  
[www.esdc.gc.ca/en/essential\\_skills/profiles/index.page](http://www.esdc.gc.ca/en/essential_skills/profiles/index.page)

### Skills Lists

Not sure what skills you have? Sometimes lists of skills are a helpful starting place:

#### Youth Skills Inventory

[www.youth.gc.ca/eng/media/skills\\_inventory.shtml](http://www.youth.gc.ca/eng/media/skills_inventory.shtml)

#### Princeton University Career Services

<https://careerservices.princeton.edu/undergraduate-students/resumes-letters-online-profiles/resumes/transferable-skills>

#### Quintessential Careers

[www.quintcareers.com/transferable-skills-set](http://www.quintcareers.com/transferable-skills-set)

