

Transferable Skills

Transferable skills are abilities or qualities that you can use in any job, regardless of what field it is in or what title you have. These skills can be “transferred” from one job to another, which is why it is important to highlight them on your resume. Below are some key transferable skills employers look for and examples of how to write them into your application materials.

COMMUNICATION

Strong communication is the ability to articulate thoughts, ideas, and other important information to others by speaking and/or writing.

Transferable communication skills examples:

- Active listening
- Written communication
- Verbal & nonverbal communication
- Giving & receiving feedback
- Public speaking
- Responsiveness

Communication action verbs: advise, advocate, correspond, describe, document, instruct, interpret, negotiate, report, translate, write

TEAMWORK & COLLABORATION

Teamwork as a professional skill means the ability to work with others toward a common goal. Effective teamwork incorporates other skills like communication, active listening, and empathy.

Transferable teamwork skills examples:

- Relationship building
- Collaboration
- Conflict resolution
- Knowledge sharing

Teamwork action verbs: collaborate, consult, cooperate, contribute, encourage, engage, ensure, guide, help, interact, partner, relate, support

PROFESSIONALISM & WORK ETHIC

Professionalism is understanding and demonstrating effective work habits and acting in the interest of the larger community and workplace. It shows responsibility, commitment, and respect.

Transferable professionalism skills examples:

- Dependability
- Punctuality
- Flexibility
- Preparedness

Professionalism action verbs: accomplish, achieve, attend, coordinate, dedicate, engage, initiate, perform, oversee, motivate, strategize, train

ORGANIZATION & ATTENTION TO DETAIL

Attention to detail means taking the extra time and care to make sure tasks are accurately completed. Organized employees typically meet deadlines, communicate effectively with others in a timely manner, and follow instructions. They can be trusted to take notes and ensure projects are completed efficiently.

Transferable organization skills examples:

- Time management
- Prioritization
- Analytical thinking
- Accuracy

Attention to detail action verbs: arrange, compile, consolidate, coordinate, distribute, execute, implement, inspect, monitor, organize, plan, revise, schedule

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PROBLEM SOLVING & DECISION-MAKING

Problem solving is about using knowledge, facts, and data to effectively solve problems, analyze issues, and make decisions about the best course of action. Decision-making is a desirable transferable skill because it shows employers confidence and good judgment.

Transferable problem solving skills examples:

- Critical thinking
- Creativity
- Research & analysis
- Commitment

Problem solving/decision-making action verbs: adjust, conclude, convert, enhance, formulate, identify, improve, increase, mediate, resolve, restructure, solve

TECHNOLOGICAL LITERACY

Technological/Technology Literacy is your comfort with and knowledge of different technologies. It is the ability to quickly learn and apply new tools and software effectively and appropriately.

Transferable technological literacy skills examples:

- Troubleshooting
- Communication & netiquette
- Research & navigation
- Collaboration

Technological literacy action verbs: build, compute, construct, develop, engineer, install, maintain, operate, print, repair, replace, restore, upgrade

INITIATIVE

Initiative is the ability to motivate yourself in the workplace. This could be through pursuing new tasks, developing and contributing ideas, and starting things like projects independently.

Transferable initiative skills examples:

- Goal setting
- Process improvement
- Self-motivation and management
- Preparedness

Initiative action verbs: conceptualize, create, design, develop, establish, found, implement, lead, motivate, originate, pointer, set up, start

ADAPTABILITY & RESOURCEFULNESS

Being adaptable means being able to continue working towards goals even as things change, being able to learn new things quickly, and dealing with new and/or challenging situations well. Adaptable employees are flexible and can change directions or strategies as needed.

Transferable adaptability skills examples:

- Flexibility
- Creative & strategic thinking
- Organization
- Teamwork/Interpersonability

Adaptability action verbs: acclimate, adapt, adjust, anticipate, change, comply, evolve, learn, modify, revise, rework