



Transferable Skills

Transferable skills can be defined as the skills, knowledge and abilities developed in one area or situation, which can be taken and applied to another situation. These skills are sometimes referred to as soft, key or generic skills and are incredibly valuable to employers. Having a skillset that is transferable, or portable, between different work environments is highly valued in a globalised economy with international organisations and recent research indicating you are likely to change your career more than 5 times¹. Everyone has transferable skills, but not everyone knows how to harness them to their advantage. If you're looking for ways to stand out in your job search, learning how to showcase your transferable skills is a great place to start².

HOW CAN I GAIN TRANSFERABLE SKILLS?

*The great news is you probably have far more than you realise!!!
You will probably recognise many opportunities to gain transferable skills from the list below:*

GAINING TRANSFERABLE SKILLS



Your
Degree
Course

- Look at your course handbook and unit guides to see what skills you should develop through your participation
- Consider what resources you used to complete your assessments. You may have gained transferable skills in technology in writing the assessment and transferable teamwork skills in completing group projects.



Work
Experience

- Includes part-time and vacation jobs, internships and placements, working for a family business, volunteering, work shadowing, insight days and employer visits.
- Not only can you gain transferable skills through employment experience, but you may have developed transferable skills in time management and prioritisation if you managed a part-time job or internship during your studies.



Extra-
curricular
activities

- Engaging in sporting activities, student societies, professional associations and hobbies can provide you with transferable skills in organisation, teamwork, networking and communication.
- The more actively involved you are the more opportunities you have to develop transferable skills in leadership, coaching and project management.

DEVELOP YOUR TRANSFERABLE SKILLS

You can develop, enhance and showcase your transferable skills by participating actively in your studies, your workplace and extracurricular activities. Consider some of the following activities when developing a list of your transferable skills and for opportunities to enhance them.

- Seek out the opportunity to lead a group project.
- Develop cultural awareness through interacting with others with culturally and linguistically different backgrounds to yourself.
- Write for both technical and non-technical audiences.
- Participate in a debate or public speaking event.
- Undertake an opportunity to mentor.
- Consider all the different technology platforms you use on a daily basis. Are you competent in all of them? Can you enhance your skills by taking a short-course online through learning platforms such as [LinkedIn Learning](#)
- Ask your trusted family and peer group about your strengths.
- Read the selection criteria in job advertisements to learn about what skills employers in your field are looking for.
- Participate in team activities and events.
- Gain volunteer experience for fundraising events and project management opportunities.
- Attend a networking event.
- Explain how you manage an activity and allocate time to individual tasks. Create a plan using SMART¹ goals to attain it.

FOR FURTHER INFORMATION PLEASE SEE:

<https://www.seek.com.au/career-advice/transferable-skills-checklist>
<https://careers.usc.edu/students/find-a-job/tips/transferable-skills/>
<http://www.careers.manchester.ac.uk/experience/skills/>
<https://www.indeed.com/career-advice/resumes-cover-letters/transferable-skills>
<https://www.livecareer.com/resources/resumes/basics/transferable-skills-set>

¹ <http://www.fya.org.au/wp-content/uploads/2015/08/fya-future-of-work-report-final-lr.pdf>

² https://oejk4q.corednacd.com/web_images/SEEK_Transferable_Skills_Checklist_AU.pdf

EXAMPLES OF TRANSFERABLE SKILLS

Skill Type	Description	Example
 Organisational Skills	Can you plan projects and events, file reports and/or meet deadlines? Strong organisational skills are demonstrated by prioritising, planning your time and your workload effectively.	Time Management Planning Administration and Clerical
 Research and Innovation Skills	In any organization, there is a need for fresh perspectives on existing problems. How original is your approach to a challenge? Can you develop a new insight or solution when presented with a problem? Research skills encompass the abilities of identifying data sources, gathering information and investigating the facts, based upon agreed objectives and following/ developing/ implementing a clear methodology.	Creative thinking Research and Analytics Problem Solving
 Adaptability Skills	Adaptability is the skill of anticipating and responding to changing circumstances and coping effectively with the transition. Being adaptable requires you to fit into a new environment quickly and easily.	Problem Solving Resilience
 Leadership Skills	Leadership skills mean that you can manage people and are able to take initiative. Being able to see and plan ahead, acquire knowledge and have people look up to you are all leadership qualities. Leadership is the ability to take control of a situation and to lead by empowering others in an effective team.	Delegation Problem Solving Responsibility Coaching/ Motivating Others
 Sales Skills	Can you develop and manage a budget, keep financial records, fundraise, or project manage? Gaining experience in marketing products and services is invaluable across all sectors and industries. Persuasion and influencing are great skills to develop.	Financial Management Sales and Marketing Client Management Customer Service
 Numeracy Skills	The ability to handle numbers, including the basic skills of addition, subtraction, multiplication, division and percentages. Recruiters may also look for the ability to gather and compile statistical data in various formats, and analyse, interpret and present the data in a clear way to both technical and non-technical audiences.	Data analysis Financial Management Problem Solving
 Communication	This is the ability to express ideas in an organised and concise format. This skill is demonstrated by clearly writing, speaking, presenting and articulating your ideas to others.	Listening Written Communication Presentation Verbal Negotiation
 Interpersonal Skills	Interpersonal skills involve the ability to positively and effectively interact with others. The ability to engage in respectful, relationship building social interactions via different forms of technology is also an important skillset as organisations implement different communication platforms.	Compassion Co-operation Enthusiasm Empathy Flexibility Integrity Loyalty Motivation Negotiation Optimism Persistence Professionalism Resourcefulness Responsibility Teamwork
 Technology IT Skills	Consider the platforms, apps, devices and programs you use on a daily basis as well as those you have utilised to complete job tasks or assessments.	IT/Software Knowledge

HOW TO ARTICULATE YOUR TRANSFERABLE SKILLS

When building your transferable skills into resumes, cover letters and online profiles, a great technique is to communicate them through a story or narrative. Remember ACTIONS speak louder than words!!!!!!

For Example: Rather than writing

"I have exceptional time management skills"

Communicate this information to potential employers by including it within a story that DEMONSTRATES this ability.

Such as:

"Within my team project for X I undertook administration responsibilities to co-ordinate a multidisciplinary and international team effort to develop unique customer-service solutions. This involved ensuring time schedules for myself and the other team members were highly co-ordinated which allowed us to deliver our project to expectations and deadlines."

TRANSFERABLE SKILLS ARE IMPORTANT

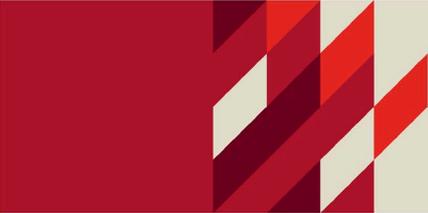
It is important to remember that rather than being limiting to a particular field/industry/job, Degrees can open up tons of opportunities! Focusing on transferable skills can assist you in seeing the many opportunities you have available to you !!!!

FIND OUT MORE

Macquarie University NSW 2109 Australia
T: +61 (2) 9850 7372
careers@mq.edu.au



MACQUARIE
University



FIND OUT MORE
Macquarie University NSW 2109 Australia
T: +61 (2) 9850 7372
careers@mq.edu.au



MACQUARIE
University