

Not Sure If You Have The Right Experience?

We've produced a short guide to help you identify your Transferable Skills

When it comes to looking for a new job, the term "Transferable skills" is something you'll hear frequently. These skills are a great way to show you're a strong fit for a role – but what are they, and how do you identify them?

To start with, these are skills you can take from any previous experience, whether work, academic or voluntary, and talk through why they're relevant in the role you're applying for. They're skills everyone can develop, no matter background.

1 Where Do I Start?

These core skills can be applied to different jobs. You've probably picked these up over time. Before deciding which transferrable skills to include on your CV, check the job description. Employers will often explicitly state their criteria - and much of this is made up of soft skills which you can highlight possessing through transferrable skills.

2 Do All Employers Want The Same Skills?

Pick out the words which seem most relevant from the job description, think of ways you may be able to display these. Expand on any skills you mention with real-life examples. You'll likely have many of the skills needed, you just need to think and talk about them in a new way; repackaging these in your application to better fit the position you want to apply for. That's the beauty of transferable skills.

3 Pinpoint Your Transferable Skills

Team Work. Consider occasions when you've worked effectively in a group to achieve goals. This experience could come from work experience, college/university, sports or voluntary work.

Leadership. This doesn't need to be restricted to whether you have managed others or not; this can include occasions where you've shown initiative and leadership abilities.

Motivation. This can be shown through examples whereby you've had to be Organised and needed excellent Time Management.

Listening. Showing you are a keen and attentive listener can use experiences taken from schooling, university, work experience or any voluntary/sport responsibilities.

Written Communication. Providing clear and concise written instruction / correspondence is a vital skill for any new role.

Verbal Communication. Considering occasion when you have had to convey complex information or undertake a presentation. Whether from work experience, voluntary or academic experiences.

Research and Analytical Skills. This is around being self-sufficient, establishing what needs to be done and "joining the dots" at speed to come to sensible and rationale conclusions.

4 Remember – You've Got This!

Identifying transferrable skills shouldn't be daunting - you've got a wealth of skills that you'd need to take on a new role. It's just a matter of figuring out what they are and articulating them. Employers expect a new starter to have a steep learning curve in a new job – you don't need to know everything before you start. Attitude goes a long way, letting employers know that you're adaptable and enthusiastic – two qualities that can even outweigh experience in some cases.