**Transferable Skills**

**What are transferable skills?**

Transferable skills are areas of development that will transfer from one environment to another such as home, school, work, internships, volunteerism, or co-curricular activities.

**How do I acquire transferable skills?**

Skills can be acquired in a variety of settings. As a student, you develop technical skills related to your major. In addition, you work in teams on class projects or take on leadership positions in a student organization. As an intern, you begin to build your professional portfolio as you help your employers solve problems and meet customer needs. Make a list of your experiences both on and off-campus and develop an inventory of your skills.

**What is the importance of recognizing your transferable skills?**

If you are able to use a skill in one situation, you should be able to use that skill in another situation or job, even if that work appears to be unrelated to your past employment or educational experience.

**How do I tell employers about my transferable skills?**

* Resume – include your transferable skills on your resume to emphasize that your skills match the job requirements.
* Interview – identify your transferable skills that you are relevant to the job requirement. Include an example of your proficiency in that transferable skill.

**Knowing how to communicate your transferable skills to employers is a must!**

Having a degree does not guarantee a job in today’s market. You must find the best way to present your qualifications in a multidimensional manner.

****

Career & Leadership Development • Brookdale Community College • MAC 105

career@brookdalecc.edu • 732-224-2385 • [www.brookdalecc.edu/career](http://www.brookdalecc.edu/career)

**Transferable Skills**

**How do I determine my transferable skills from my job duties and tasks?**

* Start with one work experience you have been involved with
* Break down the major tasks that you performed
* Divide each task into the skills that you acquired from performing that task

**JOB:**

**SKILL:**

**SKILL:**

**SKILL:**

**SKILL:**

Adapted from: Bolles, R.N. (2002). *What color is your parachute? A practical manual for job-hunters and career changers.* Berkeley, CA: Ten Speed Press.

Career & Leadership Development • Brookdale Community College • MAC 105

career@brookdalecc.edu • 732-224-2385 • [www.brookdalecc.edu/career](http://www.brookdalecc.edu/career)

**TASK**:

**TASK**:

**TASK**:

**TASK**: