

Bylined Article – March 2024

## **Job Seeker Success: Transferable Skills**

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Are you interested in moving forward in your career? Whether you want to work in your current company, a different one, or a new industry, changing roles can be exciting but difficult when you need to prove yourself as the best candidate.

The first step to make this change easier is to figure out how to match your career skills and experiences to your desired role. This process is called transferable skills, and our aim is to help you optimize your job search by using them in your strategy.

### **What are transferable skills?**

Global online learning platform [Coursera](#) describes transferable skills, or portable skills, as those you can take from one job to another. The great thing about transferable skills is that they can apply to various industries and make you a more attractive candidate. Make sure to review the job description and identify the relevant skills that apply.

Some of the most sought-after skills in 2024 that can be applied to various industries and that you should emphasize on your resume and portfolio are:

1. Critical thinking
2. Problem solving
3. Adaptability
4. Teamwork
5. Attention to detail
6. Management
7. Communication
8. Technical
9. Organizational
10. Autonomy

### **Ways to gain transferable skills**

- Become a volunteer in your community
- Leverage your professional network

- Find a mentor to help you strategize and hold yourself accountable to your career goals

**Highlighting your transferable skills.** After identifying your transferable skills, you can look for suitable job opportunities and customize your portfolio.

**Incorporate them into your resume.** Mention your transferable skills in your resume summary, work experience descriptions, and skills or qualifications list.

**Choose your best skill.** In your resume summary, include your most relevant and valuable transferable skill. This will encourage the person reviewing your resume to continue reading.

**Write a cover letter.** In your cover letter, focus on one or two transferable skills that the employer has listed in the job description or that you think are essential. Write about examples of when you used those skills in the main part of your cover letter.

**Have examples ready for interviews.** Use specific examples of when you used relevant transferable skills to answer your interviewer's questions. Try to "show" instead of "tell" by giving concrete examples of when you applied your skills successfully in a professional setting.

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