

Career Center

Transferable Skills

Transferable Skills

- Before you begin exploring your transferable skills, here are some additional resources available to you at the Career Center.
- Serving all Temple students and alumni, the Career Center provides a full range of services to optimize internship and employment opportunities and enhance life-long career success.
- Both in person and over the web we provide...
 - Career assessment, exploration programs/resources and industry information to help you explore your options...
 - Guidelines, strategies and expert advice on resume and cover letter writing and interviewing skills to help you learn how to market your best self...
 - On-line job posting and on-campus recruiting through the OwlNetwork, Career Expos and web resources to help you connect with employers for internships, part-time and full-time jobs...

After reading this packet you should be able to....

- Understand what transferable skills are and identify specific examples of these skills.
- Identify transferable skills you have acquired through a variety of work experiences and activities.

Walk-in in Hours for Current Students: Monday-Friday 11:00 AM-2:00 PM
Virtual Coaching for Resume Reviews: Monday-Friday 2:00 PM-3:00 PM

Two ways to access our rich resources....

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| <p>1. Career Coaching
 Meet with one of our Career Coaches</p> <ul style="list-style-type: none"> • 15 minute walk in appointments • 30 minute scheduled appointments • Group Workshops | <p>2. VCC, Virtual Career Center
 www.temple.edu/careercenter
 24/7 access</p> |
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www.temple.edu/careercenter

What are Transferable Skills?

Transferable skills are the skills you acquire through various jobs, volunteer work, hobbies, sports, or other life experiences that can be used in your next job or new career. The important step is learning how to emphasize these skills that have universal appeal when writing your resume, cover letter, or on an interview.

Some examples of where you acquire these transferable skills include:

- **Part Time Jobs:** Computer Lab Assistant, Computer Support, Personal Assistant, Aerobic Instructor, Fitness Trainer, College Mail / Print Center Attendant, Library Assistant, Bank Teller, Desk Attendant, Hotel Desk Clerk, Babysitter, Postal Assistant, Waiter/Waitress, Host/Hostess, Bus Staff, Barista, Bartender, Banquet Server, Janitor, Housekeeping, Tutoring, Freelance Writing, Delivery, Customer Service and Call Center
- **Volunteer Work:** Big Brothers Big Sisters Program, Meals on Wheels, Volunteers of America, After School Tutoring, Police Activity League
- **Hobbies:** Writing, Blogging, Church, Electronics, Dog Training, Drawing, Photography, Baking
- **Sports:** Basketball, Football, Golf, Tennis, Cross Country, Baseball, Gymnastics
- **Clubs and Organizations:** Fraternity, Sorority, Student Organizations, Professional Associations

These are all places where you can learn skills that can be transferred to other jobs. Whether it's playing on a team, volunteering your Saturday at a soup kitchen, or going to Marketing Association meetings, these activities demonstrate valuable skills.

Below you will find a list of skills that have universal appeal to employers, along with questions to consider when describing your experiences in your resume, cover letter or on a job interview.

Transferable Skills

Communication/interpersonal skills

- How did you communicate with colleagues/supervisors?
- How did you interact with customers on a regular basis?

Computer/technical skills (e.g. proficient in Microsoft Word, Excel; type XX wpm)

- How did you use computers to advance your technical knowledge?
- What are some of the programs you used?

Customer service/customer relations skills

- How much cash did you handle on a daily basis?
- How many customers did you manage simultaneously?

Independent decision making/problem solving responsibilities

- How did you handle the problem? Were you successful?
- How do you approach the decision making process?

Leadership skills

- How did you motivate individuals and groups to perform?
- How did you organize the group or event?

Report writing or presentations

- How did you apply research to your writing?
- How did you use your communication skills during the presentation?
- How many people did you present information to?

Supervisory or management responsibilities

- How many people did you supervise?
- How many managers did you collaborate with?
- What did your supervisory responsibilities consist of (e.g., hiring, training, evaluations, etc.)?

Teamwork

- How did you work with other people on a project? What was the end result?
- How did you delegate responsibilities?

Time management skills or working in a high pressured environment

- How did working in this environment enhance your time management skills?
- What was one project you worked on and what did you do to ensure you met the deadline?

Additional examples include:

- Exercise "give and take" to achieve group results
- Understand and work within the group culture
- Listen actively and attentively
- Delegate tasks and responsibilities
- Interpret behavior and emotional patterns in individuals and groups
- Teach, supervise, and train others using easy-to-understand concepts and hands on experience
- Mediate conflict with tact and diplomacy
- Exhibit self-motivation and a positive attitude
- Motivate individuals and groups to perform
- Design and implement plans of action
- Set goals and follow through
- Assess and evaluate situations effectively
- Manage time efficiently and effectively through scheduling and prioritizing
- Handle multiple demands for commitment of time, energy, and resources
- Organize and plan projects or events
- Attend to visual detail
- Assess and evaluate others' work
- Deal with obstacles and crises
- Multi-task

- Present written material
- Present material orally
- Repair equipment or machinery
- Keep accurate records
- Coordinate fundraising activities
- Coach individuals to meet desired outcomes
- Research and present findings
- Build or construct...
- Design buildings, furniture, etc.
- Manage finances
- Speak a foreign language (specify language)
- Utilize computer software (specify programs)

Companies look for a candidate that possesses a variety of transferable skills that will benefit the organization. These skills are acquired through life experiences such as work, classes, community service, hobbies, and membership in organizations. It is essential to illustrate these transferable skills in your resume, cover letter or on an interview to demonstrate how you will contribute to a company or organization.

If you have any questions, please contact the **Career Center** located in 220 Mitten Hall, 215-204-7981, or visit us online at www.temple.edu/careercenter.

Sources: Quintessential Careers™; USC Career Planning and Placement Center “Transferable Skills”;
lifeworktransitions.com