

Transferable Skills

Transferable skills can be described as a skill that you have acquired in one aspect of your life that can assist you in the job that you are applying for. To identify your transferable skills you need to complete a self-evaluation exercise. To do this, create a table like the one below to list previous jobs, study and other extra-curricular activities and then list the responsibilities of the role and the skills acquired.

Transferable Skills Table

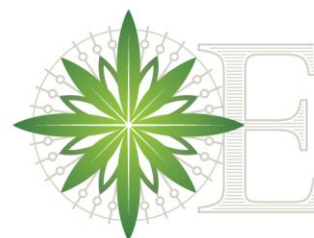
Jobs, study and other extra-curricular activities	Skills
Working at Big W	Communication
<i>Responsibilities</i>	Problem solving
Dealing with customers returning goods	Conflict resolution
Student	Meeting deadlines/time management
<i>Responsibilities</i>	Group work/working as a team
Completing assessments	Computer skills

This self-evaluation task is an extremely useful exercise when answering interview questions as you can use past examples to demonstrate your proficiency in that skill.

Four transferable skills which are often focussed on in interviews are:

- Communication skills
- Managing/organising skills
- Problem Solving skills
- Teamwork skills

If you do not have examples of these from your current work experience then spend time preparing examples of each from your past experiences.



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