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# TRANSFERABLE SKILLS

## THE SKILLS YOU HAVE. THE OPPORTUNITIES AHEAD.

Transferable skills are the skills you use in many different situations and roles. They are valuable to employers across all industries and can help you move into new careers, grow in your current role and increase your confidence.

### IN THIS GUIDE

- What are transferable skills?
- Why they matter to employers
- Examples of transferable skills
- How to identify your transferable skills
- How to show them on your CV and in interviews
- Where you can use your skills
- Key things to remember

### WHAT ARE TRANSFERABLE SKILLS?

- Skills that can be used in many roles and industries.
- They are not specific to one job.
- They are developed through work, study, volunteering or life experiences.

Your skills are more valuable than you think.

### WHY THEY MATTER TO EMPLOYERS

- Employers look for potential, not just experience.
- They show you can adapt, learn and solve problems.
- They help you stand out from other candidates.

Skills show what you can do, not just where you've done it.

### EXAMPLES OF TRANSFERABLE SKILLS

- Communication
- Teamwork
- Problem solving
- Time management
- Organisation
- Leadership
- Adaptability
- Customer service
- Attention to detail
- IT skills

Small skills. Big impact.

### HOW TO IDENTIFY YOUR TRANSFERABLE SKILLS

- Think about jobs, volunteering, education and personal life.
- What tasks did you do regularly?
- What did others commend you for?
- What skills did you use to overcome challenges?

Look back. Reflect. Recognise.

### HOW TO SHOW THEM ON YOUR CV & INTERVIEWS

- Use them in your CV summary, skills section and examples.
- Give examples using the STAR method in interviews.
- Tailor your skills to match the job you're applying for.

Show it. Prove it. Get noticed.

### WHERE YOU CAN USE YOUR SKILLS

- In your current role to grow.
- In new roles to change career.
- In any industry that values your strengths.

Your skills can open many doors.

### EXAMPLES: HOW YOUR SKILLS TRANSFER

| FROM THIS EXPERIENCE | | YOU CAN USE YOUR SKILLS IN |
|---|---|---|
| Retail Assistant | → | Customer Service, Communication, Teamwork |
| Care Assistant | → | Empathy, Patience, Problem Solving |
| Admin Support | → | Organisation, Attention to Detail, IT Skills |
| Hospitality Worker | → | Teamwork, Time Management, Adaptability |
| Volunteer Coordinator | → | Leadership, Communication, Organisation |
| Student | → | Research, Time Management, Adaptability |

Your past experience can shape your future.

### HOW TO DESCRIBE TRANSFERABLE SKILLS

| | |
|---|---|
| **Be specific** | Instead of saying "good communicator," say how you communicated and the result. |
| **Give examples** | Use real examples from work, study, volunteering or personal life. |
| **Use action words** | E.g. managed, supported, created, coordinated, solved, improved, organised. |
| **Tailor to the role** | Match your skills to what the employer is looking for. |

Clear examples. Strong impact.

### REMEMBER

- You have more skills than you realise.
- Your skills make you employable.
- Focus on what you can do, not what you lack.
- Continue developing your skills every day.
- Your skills can take you anywhere.