



Transferable Skills and Resume Building

Transferable Skills

What are transferable skills? Transferable skills are skills and proficiencies you develop in a job or academic setting that you can seamlessly bring with you to another job, no matter the industry/field. Learning how to list your transferable skills on your resume is important so you can position yourself well as a candidate for a new job. It is important to know the difference between hard skills and soft skills when building your resume and incorporating transferable skills.

What are Hard Skills? A hard skill is acquired through formal education or training. These skills are listed on a job description and are specific to the type of job and industry you are applying for.

Examples:

- Bookkeeping
- Software
- Accounting
- Programming

What are Soft Skills? A soft skill relates to how you work, including interpersonal skills. These are skills that will make you successful in any given job.

Examples:

- Communication
- Customer Service
- Problem Solving
- Dependability
- Works well in a team environment

How to incorporate transferable skills into your resume

When applying for a new job it can be daunting to think about how to incorporate your transferable skills into your resume, especially if you are a college student and applying for your first professional job. Follow these steps to determine which transferable skills you can include on your resume to make your qualifications and skills stand out!

Step One: Create a list of transferable skills you possess. Remember, these are skills you likely developed without thinking about them, like resourcefulness, leadership skills, and completing projects/time management.

Step Two: Analyze the Job Description. Carefully read through the job description notice key words they are using to describe responsibilities and the qualities they are wanting in a candidate

Step Three: Look through your list of transferable skills and determine which ones would align with the type of candidate required to be successful in the job you're applying for

Example

Scenario: Sally, a senior in college, is a TA for a Biology class. Every week she is in the classroom during class to help her professor by leading small group discussions, overseeing lab experiments, and various other tasks that happen within the classroom environment. Sally also assists with grading and conducting test study sessions with students. Sally is preparing for graduation and is wanting to apply for a position as a Research Assistant for a laboratory. She is wanting to make sure her resume includes the transferable skills from her TA position that could make her an appealing candidate for the Research Assistant position.

Job Description for the Research Assistant position:

- Summarize project results
- Prepare, maintain, and update website materials
- Manage and respond to project emails
- Supervise undergraduate students working on the project
- Act as a liaison between faculty members and undergraduate students
- Prepare materials for submission to granting agencies and foundations

Sally read over the job description and thought through her current TA job and what transferable skills she could include in her resume to show her qualifications as a candidate.

What Sally listed on her resume after studying the job description:

- Plan, facilitate, and supervise study sessions for 30-40 students
- Assist students with online homework assignments
- Compile test results for Professor and help prepare lesson plans
- Respond to email questions from students in a timely manner

Sally also wanted to include some soft skills she attained in her TA position in a skills section on her resume. Here are some examples of soft skills she listed after studying the job description.

RA job description: Act as a liaison between faculty members and graduate students

Skill listed on Sally's resume: Excellent communication skills, mentoring skills, interpersonal skills

RA job description: Manage and respond to project emails

Skill listed on Sally's resume: Attentive to detail and thorough in written and oral communication

RA job description: Prepare materials for submission to granting agencies and foundations

Skill listed on Sally's resume: Organizing and planning skills and timeliness