



TRANSFERABLE SKILLS: THE SECRET TO STANDING OUT TO EMPLOYERS!

What Are Transferable Skills?

Transferable skills are abilities you develop through various experiences like school, jobs, volunteering, and everyday life, that can be applied to different careers and industries.



How Do You Develop Transferable Skills?

- **Schoolwork & Projects** – Writing reports, conducting research, group projects, public speaking
- **Part-Time Jobs & Internships** – Customer service, multitasking, problem-solving
- **Volunteering & Clubs** – Leadership, event planning, communication
- **Hobbies & Personal Interests** – Creativity, organization, self-motivation

Top Transferable Skills Employers Want

Communication – Clear writing, public speaking, active listening

Teamwork – Collaborating with diverse people, resolving conflicts

Problem-Solving – Thinking critically, troubleshooting issues

Adaptability – Learning new skills, handling change smoothly

Leadership – Taking initiative, motivating others

Time Management – Meeting deadlines, prioritizing tasks

Technical Skills – Using software, analyzing data, researching

Attention to Detail – Spotting errors, ensuring accuracy

Customer Service – Understanding needs, providing solutions

Creativity – Generating ideas, designing solutions



How to Showcase Your Transferable Skills

✨ Feature them in your **resume & cover letter** by showing how you've used these skills.

✨ Give specific examples in **interviews**.

✨ Show them off on **LinkedIn & Handshake**.

Remember: No experience is wasted!

Every job, class, or activity helps build your skills for future success.



Office of Career Development

Building B119

ocs@neiu.edu | 773-442-4680



WHAT ARE MY TRANSFERABLE SKILLS?

Step 1: Identify Your Transferable Skills Think about your experiences in school, work, volunteering, and hobbies. List skills you have developed under each category:



Schoolwork & Projects: _____



Part-Time Jobs & Internships: _____



Volunteering & Clubs: _____



Hobbies & Personal Interests: _____

Step 2: Match Your Skills to Career Goals Review the list of **Top Transferable Skills Employers Want** from the flyer. Identify one skill that is relevant to your career goals and explain why.

Skill: _____

How I've Used It: _____

Why It's Important for My Career: _____

Step 3: Apply Your Skills Write a **resume bullet point** that highlights how you used this skill in a past experience using the **STAR Method (Situation, Task, Action, Result)** for **one of your transferable skills**.

Example: ““Designed a research project on the effectiveness of fertilizers on plant growth (situation/task), collected and analyzed data, and created a presentation to share findings (action) that promoted awareness of sustainable practices for community gardens (result).”

Situation: (Describe a challenge or task you faced)

Task: (What was your responsibility?)

Action: (What did you do? What steps did you take? What skills did you use?)

Result: (What was the outcome?)

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