

# TRANSFERRABLE SKILLS

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People use the term “transferable skills” to refer to skills that are valuable across many different work environments. Consider what you have learned from previous jobs that will help you going forward: what will help you “transfer” into new environments, even if they seem vastly different from anything you have done before?

Here are a few examples to get you started.

## General Skills

### Communication

Public Speaking  
 Languages  
 Professional Writing  
 Clinical Documentation  
 Community Outreach  
 Marketing

### Leadership

Managing  
 Supervising  
 Performance Evaluation  
 Team Building  
 Volunteer Recruitment  
 Volunteer Management

### Content Creation

Publishing  
 Newsletter Writing  
 Webpage Design  
 Social Media  
 Blogging  
 Graphic Design

### Academic

Research  
 Proposal Writing  
 Presentation Development

### Relational

Customer Service  
 Mediation  
 Conflict Resolution  
 Negotiation

### Project Management

Delegation  
 Teamwork

## Example of Writing About Your Transferable Skills

Your Experience: Barista at a Coffee Shop	Transferrable Skills
Taking customer orders, answering customer questions, interacting with customers	Client service, communication
Responding to customer conflicts or team conflicts	Conflict resolution, mediation, teamwork
Managing inventory	Organizing, documentation
Working the cashier	Money management
Completing multiple tasks at once	Time management
Training new team members	Training, coaching, teambuilding