

Student Counseling and Career Services

Transferable Skills

Transferable skills are skills gained through one experience, such as a class project, volunteer work, internship or paid employment, which can be transferred to other settings. Jobseekers sometimes forget how valuable these skills are to potential employers. They are important to highlight in your resume, your cover letters, and in interviews, to help show potential employers the many ways you can add value.

Skills gained from your coursework:

Figure out what transferable skills you have gained from your studies. Some transferable skills are gained by every major. For instance, almost every student has to complete a team project at some point. Think about your team experiences and your role on the team. Did you lead the team? Present for the team? Or did you do the research for the team?

For a list of transferable skills by major, go to our website, select “Choosing a Major/Career” then scroll down to “Career Exploration/Self-Discovery” section. The documents titled “What Can I Do With a Major In...” list transferable skills for those majors. For instance, the major skills listed for a Philosophy major include objectivity, deductive reasoning and problem solving.



Skills gained from work, internship, or volunteer experiences:

Think broadly about your experiences and what you learned there.

For example, as a barista, you not only learned to make fancy coffee drinks, but also to adapt quickly to stressful situations (the morning coffee rush), work successfully on a team, handle financial transactions, and build positive customer relations (your repeat customers).

These are skills that will be useful in ANY workplace. Remember to describe examples of when you used these skills when creating your resume, cover letters, and preparing for interviews.

Check out the flip side of this flyer for more examples of transferable skills.

Examples of Other Transferable Skills...

What Other Examples can You Think of?

Communication Skills

- Interviewing
- Editing and writing concisely
- Speaking effectively in both large and small groups
- Accurately and concisely reporting information
- Providing good feedback and expressing ideas
- Negotiating and facilitating

Research and Planning Skills

- Thinking “outside the box”
- Analyzing problems and arriving at solutions
- Identifying resources and alternatives
- Defining needs and setting goals
- Developing assessment strategies
- Forecasting and predicting

Interpersonal Skills

- Counseling others
- Developing rapport and perceiving feelings
- Actively listening
- Motivating and mentoring
- Providing support
- Cooperating well

Organization, Management and Leadership Skills

- Managing others
- Promoting change
- Selling ideas or products
- Making decisions
- Managing conflict
- Handling details and coordinating tasks
- Delegating responsibility
- Coaching and/or teaching others

Everyday Work Place Skills

- Meeting goals and tasks
- Accepting responsibility
- Attending to detail
- Organizing teams
- Enlisting help
- Providing assistance
- Managing time – being prompt