

Transferable skills



Transferable skills

As time passes, the breadth of your experience grows. Regardless of whether you stayed in the same role for years or prefer to try new things, there are opportunities to gain new skills and become proficient in them as you resolve problems.

Transferable skills are valuable skills you have developed through your education, work, hobbies, and other experiences. However, what sets transferable skills apart is that they can be applied in different settings, industries and roles.

Having transferable skills makes you a competitive and flexible candidate, opening avenues to different job opportunities both within and beyond your area of expertise.



How can you identify transferable skills?

- 1 **Your network.** Chat with former colleagues and people who know you well. Gain insight from how they've seen you perform.
- 2 **Assessment tools.** Personality assessment tools such as MBTI, Birkman Assessment and DOPE Personality Styles can help point out your transferable skills.
- 3 **Feedback channels.** Recalling performance reviews and feedback sessions provide metric-based insights on your skills.
- 4 **Advertised roles.** Look at job ads similar to your previous or current roles. These list down skills and experiences vital to their roles — some of which you may actually have. Seek's career advice section also allows you to search by occupation and their key skills.

Where can you highlight these skills?



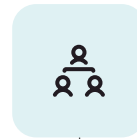
RESUME



COVER LETTERS

JOB SEARCH
SITESSELECTION
CRITERIA

NETWORKING



INTERVIEWS

Where can you get insights from the job market?

- 1 **Jobs and Skills Atlas.** A resource developed by the Australian Government, you can gain insights on occupational mobility, common tasks/transferable skills, and industries in-demand of your skillset.
- 2 **National Skills Taxonomy.** Undergoing development by also the Australian Government, the National Skills Taxonomy will soon replace the Jobs and Skills Atlas. Check in once in awhile to see if it's gone live.
- 3 **NZ Skill Matcher.** Created by the New Zealand Government, this resource shows you recommended jobs based on the skills you have.
- 4 **O*Net OnLine.** Use this resource to identify a role's tasks, skills, specific work activities and alternate job titles.



Personalising your skills

When tailoring your resume, describe your transferable skills in a way that reflects your unique experience. By personalising your skills and aligning them with the language used in the job ad, you improve your chances of passing Applicant Tracking Systems and resume filters, increasing the likelihood of securing an interview.

Instructions: Create a list of your transferable skills. Then, think about the job ad you're interested in and personalise your transferable skill according to the requirements of that job.

YOUR TRANSFERABLE SKILLS

PERSONALISED DESCRIPTION

KEY TIPS

- Do this exercise for jobs you intend to apply for.
- Be mindful of how creative your personalised statements turn out. There's a difference between saying "bringing people on the journey through storytelling and engaging language" and simply saying "presentation skills". Best practice includes being creative after indicating you're an engaging communicator.

Skills and job matching

Leveraging your transferable skills is one of the key ways to successfully transitioning to a new role. This shows not only the flexibility of your capabilities, but also exhibits your potential in bringing new and innovative solutions to problems.

Instructions: Jot down the key skills required in the job ad you're interested in. Then, identify whether this is a skill you have, if you have other transferable skills that could overcome this gap, and other transferable skills you have that could further add value to you as a candidate for this position.

KEY SKILLS REQUIRED IN NEW ROLE	IS THIS A TRANSFERABLE SKILL I HAVE?	WHAT OTHER TRANSFERABLE SKILLS DO I HAVE THAT COULD NARROW THE GAP?	WHAT OTHER TRANSFERABLE SKILLS DO I HAVE THAT COULD ADD VALUE TO ME AS A CANDIDATE?
<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	<input type="text"/>
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