



## Identifying your transferable skills

You might think that your skills and knowledge are quite specialised and only applicable to your current job. But chances are that your expertise and many of your skills are transferable to other jobs and industries and will be highly valued by employers. Identifying your skills will help you with your job search activities, including determining your suitability for occupations of interest and tailoring your résumé. The Skills Stocktake Activity on the back of this page will help you do this.

### What are transferable skills?

'Transferable skills' are skills, abilities and knowledge you have acquired and demonstrated through your work, home life and other activities that are applicable to different jobs and/or industries. Put together, these skills, experiences and qualifications create a 'package' of technical and general employability skills that you can use to market yourself to employers.

Everyone has transferable skills, but finding ways to effectively communicate these skills to a new employer can be difficult. There are a few things you can do to make the most of your transferable skills.

#### 1. Know what transferable skills you have to offer

Spend some time documenting your transferable skills. [See the activity on the back of this page.](#)

#### 2. Get ready to sell your transferable skills to employers

Think about examples of how you have applied your skills to achieve positive outcomes for your employer or to achieve goals in other parts of your life (e.g. in voluntary or community work). You may need to work on the way you talk or write about your transferable skills so that employers in a different industry can understand how your skills are relevant to them – this might involve learning some new jargon or keywords to describe your skills. [Make a start by considering the 'my achievements' section of the activity.](#)

#### 3. Use your list of transferable skills to help you find jobs you are well suited to

Read through job ads, read job descriptions, or talk to employers to find out the skills required for jobs that interest you. Work through your list of transferable skills to figure out how you stack up against the job requirements. Can you describe your transferable skills using the same keywords and statements used by the employer? For example, some employers use the keyword 'energetic' in advertised vacancies. This can be shorthand for working in fast-paced environments.

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## Skills Stocktake Activity

Think about the skills or knowledge you have gained in your current role and through other work-related activities (e.g. previous jobs, active participation in social clubs etc), your hobbies and leisure activities (e.g. volunteering or sport) and home-based skills (e.g. organisational skills and managing a budget). Use the checklists below to help you develop some ideas. Tick the boxes of the skills you have and write down other skills and achievements.

<b>Position title, duties and responsibilities</b>		My formal qualifications (eg. school attainment, certificates or degrees):	On-the-job training I have done:
<b>Qualifications and training</b>	Licences and tickets I hold:		
<b>Job specific and technical skills</b>	<input type="checkbox"/> I have technical skills (eg. operating computers, machinery or other equipment) <input type="checkbox"/> I have practical or 'doing' skills (eg. being good with your hands, machines or tools) <input type="checkbox"/> I can implement/follow environmentally sustainable work practices (eg. workplace waste reduction) <input type="checkbox"/> I can follow Occupational Health and Safety (OHS) procedures <input type="checkbox"/> I can implement and follow quality assurance procedures <input type="checkbox"/> I can maintain tools, equipment and machinery <input type="checkbox"/> I can supervise and/or manage staff	Technical and practical skills I have:	
<b>Generic work (employability) skills</b>	<input type="checkbox"/> I know how to participate in and/or manage a team <input type="checkbox"/> I can communicate effectively in the workplace (verbal? written?) <input type="checkbox"/> I can learn in the workplace and make changes to the way I work as a result of this learning <input type="checkbox"/> I can manage myself in the workplace (eg. I am reliable, courteous, follow instructions and can use my initiative) <input type="checkbox"/> I can solve problems in the workplace <input type="checkbox"/> I can use technology in the workplace <input type="checkbox"/> I can plan and organise in the workplace, meet deadlines and turn up on time	Other generic work (employability) skills I have:	
<b>My achievements</b>			