

Transferable skills

Transferable skills are the skills you develop through employment, hobbies, sports, or other life experiences that can be used in various jobs, even if the jobs are seemingly quite different and unrelated.

For example, I worked as a part-time waiter when I was a student, and developed very good interpersonal, communication, organisational and time-management skills during this time. All of these skills are also very important in my work as a teacher. Working as a waiter in a busy restaurant and working as a teacher in a language school are obviously completely different jobs, but, as you can see, there are skills which are common to both jobs.

Look at the 20 transferable skills below. Do you know what they all mean?

Skill	Meaning / example
analytical	
caring	
communication	
computer	
creative	
design	
instructional	
language	
leadership	
manual	
mechanical	
motivational	
negotiation	
numerical	
organisational	
planning	
practical	
problem solving	
research	
time-management	

Work experience

Fill in this table with details of your work experience.

Date	Name of company / employer	Address	Job title	Duties
e.g. 1992 - 1996	The Adelphi Hotel	Liverpool, England.	Waiter	<ul style="list-style-type: none">• Restaurant preparation and table layout.• Food service (silver-service).• Dealing with customers.• Section leader (large private functions)• Training new staff members.• Menu development.

Work experience – transferable skills

To work out which transferable skills you used or developed in various jobs you should think carefully about what you actually did in that job. When you have your various duties in a list you can then think about and list the transferable skills you needed. For example when I was a waiter I was often asked to be a section leader in large private functions. To perform this duty I had to develop good organisational skills, I had to use leadership skills to lead the members of my section team and I also had to use motivational skills to motivate my team and let them know that they were doing a good job!

Think about your past jobs and duties and try to work out exactly which transferable skills you needed for the job. Write the details in the table below.

Job title	Duties	Transferable skills
Waiter	<ul style="list-style-type: none"> • Restaurant preparation and table layout. • Food service (silver-service). • Dealing with customers. • Section leader (large private functions) • Training new staff members. • Menu development. 	Time-management. Design. Practical. Interpersonal. Communication. Interpersonal. Communication. Organisational. Leadership. Motivational. Instructional. Negotiation. Numerical.