

# Transferable Skills

Everything you're doing as a graduate student adds value to your career – what you've done so far counts! And sometimes you need to understand how to articulate these things in a different way so that an employer can understand how those experiences fit with your career targets.

Before you can articulate your skills, you first need to understand them! What skills you have + HOW you use them, what skills are required for the job + how to connect your skills to the target.

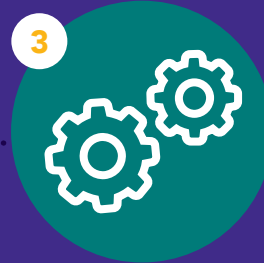
## 4 STEPS TO DECONSTRUCTING TRANSFERABLE SKILLS:



What is the skill?



Where have you used the skill?



How have you used the skill?



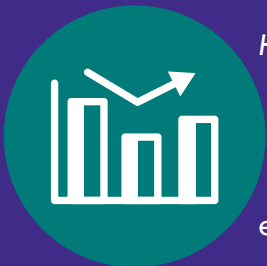
Create a summary statement that highlights the transferable value (for a resumé bullet, an interview response, part of your 'tell me about yourself' answer, etc.)

**Consider:** What skills have you gained in your graduate studies that are now transferable to your career?



*Soft skills* are more difficult to demonstrate, yet it's important to go beyond claiming to have them; you need to demonstrate soft skills with breadth and depth. Soft skills are typically much more intangible and include things like communication, problem solving,

analytical skills, leadership, decision-making, teamwork, initiative, negotiation, interpersonal skills, etc.



*Hard skills* are those that can be measured i.e., technical skills, education & training, functional skills (i.e., methods or procedures), languages, years of experience, etc.

Demonstrate your FIT with the job or company – even if you do not have DIRECT experience: your skills, attributes, knowledge, education & training add value to you as a candidate. Your task as a candidate is to develop ways of articulating your unique skills in a relevant and specific, not generic, way.

Get familiar with industry, organization, and job-specific vocabulary.

"A host of recent employer surveys identify a set of skills considered critical for the modern workplace. Of greatest interest to employers are general skills and competencies – such as literacy, numeracy, communication, critical thinking, problem solving and various personal attributes such as resilience, creativity and being effective in teamwork – that are not specific to a particular discipline." Drummond, Finnie and Weingarten, *Canada must develop people with the skills the modern job market requires*, The Globe and Mail.

Talk with a career consultant to start this process, we're here to help you strategize and plan.

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