

TRANSFERABLE SKILLS

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STEP ONE: SPOT YOUR SKILLS

Tick the ones you already have:

CHOOSE YOUR TOP 5 SKILLS:

1.

2.

3.

4.

5.

2

STEP TWO: WHERE DID YOU LEARN THEM?

Think beyond jobs. You might have gained skills from:

- Football/sports team
- Gaming
- School projects
- Clubs
- Helping at home
- Caring for family/others
- Social media/content creation

MATCH YOUR SKILLS

1. SKILL:

Where did you learn it?

2. SKILL:

Where did you learn it?

3. SKILL:

Where did you learn it?

3

STEP THREE: TURN IT INTO A STRONG STATEMENT

Use this formula: Skill + Where you learnt it + What it shows

EXAMPLES:

Teamwork:

"I developed strong teamwork skills through playing football, where I learned how to work effectively with others to achieve shared goals and support my team under pressure."

Responsibility:

"I developed a strong sense of responsibility through helping care for younger siblings and managing tasks at home, which taught me the importance of being reliable and organised."

Communication:

"I built strong communication skills through group presentations at school, where I learned how to share ideas clearly and work confidently with others."



YOUR EXAMPLE

YOUR TURN! GET SOME PRACTICE AND TRY WRITING YOUR OWN:

1. SKILL:

2. SKILL:

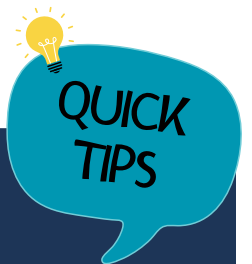
3. SKILL:



STEP FOUR: USE YOUR EXAMPLES IN APPLICATIONS & INTERVIEWS

You may be asked things like:

- *"What skills do you have?"*
- *"Tell me about a time you worked in a team"*
- *"Why should we hire you?"*



YOUR TRANSFERABLE SKILLS ARE YOUR ANSWER.



STEP FIVE: MATCH YOUR SKILLS TO THE JOB!

Before applying, ask yourself:

- *What skills does this employer want?*
- *Which of mine match?*



YOUR EXAMPLE

THE JOB I AM APPLYING FOR:

SKILLS THE EMPLOYER IS LOOKING FOR:

MY MATCHING SKILLS:

6

STEP 6: MAKE IT STRONGER

Upgrade your answers:

Go from this: "I'm good at communication."

To this: "I developed communication skills through presenting in class and working in groups, which helped me explain ideas clearly."


**QUICK
TIPS****A weak answer would be:**

I'm good at communication."

**But, a strong answer would be:**

"I developed communication skills through presenting in class and working in groups, which helped me explain ideas clearly."

**YOUR EXAMPLE**

REMEMBER:

Employers are not expecting years of experience.

They are looking for:

ATTITUDE

POTENTIAL

**TRANSFERABLE
SKILLS**


**QUICK
TIPS**

YOU'VE GOT THIS!

REMEMBER:

If the interviewer asks you a question that you're unsure on, ask them to either:

- Ask them to repeat or rephrase the question
- Give yourself time to thoroughly understand the question
- Feel free to ask what the interviewer is looking to gain from the question


**QUICK
TIPS**