



# Use Transferable “Skills” to Pivot Your Career

## TRANSFERABLE “SKILLS”

Transferable “skills” are the building blocks of your career. They serve as a bridge from one job to another job, from one field to another field, and even from one career to a different career.

You have developed many “skills” through work, school, military, volunteer or extracurricular activities and experiences. These “skills” can be general, such as, “supervise,” or more specialized such as, “supervise unionized trades workers.”

You also have personal attributes and knowledge, which are also transferable, and which help to set you apart from others and contribute towards a “fit” between you and the job or organization.

The table below illustrates examples of transferable “skills.”

Personal Attributes	Behavioral Skills	Specialized/Technical Skills	Knowledge
<b>Examples:</b> <ul style="list-style-type: none"> <li>• detail-oriented</li> <li>• creative</li> <li>• resourceful</li> <li>• risk-taker</li> <li>• achiever</li> <li>• calm</li> <li>• flexible</li> <li>• out-going</li> <li>• diplomatic</li> <li>• results-oriented</li> </ul>	<b>Examples:</b> <ul style="list-style-type: none"> <li>• analyze</li> <li>• coordinate</li> <li>• operate equipment</li> <li>• repair</li> <li>• see spatial patterns</li> <li>• supervise</li> <li>• teach</li> <li>• draw</li> <li>• convey information</li> <li>• research</li> </ul>	<b>Examples:</b> <ul style="list-style-type: none"> <li>• write engineering change orders</li> <li>• administer company benefit packages</li> <li>• negotiate union contracts</li> <li>• monitor financial data in Oracle EBS</li> <li>• ship freight overseas</li> <li>• design a website</li> <li>• operate a forklift</li> </ul>	<b>Examples:</b> <ul style="list-style-type: none"> <li>• civil engineering principles</li> <li>• cleaning solutions and uses</li> <li>• MS Word 2016</li> <li>• LEAN</li> <li>• project management principles</li> <li>• legal terminology</li> <li>• medical terminology</li> <li>• human resource laws</li> </ul>

If you can show a legitimate match between your transferable skills and an employer's needs, you have the potential to be hired. **The key is connecting the dots on what you offer by using terminology they understand**, in a way that makes it clear. **It is up to you to show the connection.**

<b>EXAMPLES</b>	
How job seekers connected and translated their transferable “skills” from one job to one in a different field using terminology of the new job.	
<b>FROM</b>	<b>TO</b>
<b>FROM: Receptionist (Investment Firm)</b>	<b>TO: Entry-level finance</b>
<ul style="list-style-type: none"> <li>• Proven ability to deal with a wide range of individuals, including high-net-worth investors and institutional money manager, in a stressful and time-sensitive environment</li> <li>• Gained knowledge of financial markets and instruments, especially stocks, bonds, futures, and options</li> </ul>	



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FROM	TO
<b>FROM: Food Server</b>	<b>TO: Entry-level marketing</b>
<ul style="list-style-type: none"> <li>• Act as a "sales representative" for the restaurant, selling add-ons and extras to achieve one of the highest per-ticket and per-night sales averages</li> <li>• Prioritize and juggle dozens of simultaneous responsibilities</li> <li>• Have built loyal clientele of regulars in addition to tourist trade</li> <li>• Use computer daily</li> </ul>	
<b>FROM: Teacher</b>	<b>TO: Caseworker</b>
<ul style="list-style-type: none"> <li>• Support clients who had many layers of life stress and trauma. Regularly identified client needs regarding their mental health, cognitive and behavioral patterns, and interpersonal skills. Collaborated with stakeholders such as social workers, families of clients, and the clients themselves to increase success</li> <li>• Administer and interpret assessments and work with stakeholders to design client plans and set goals</li> <li>• Lead group discussions using motivational techniques to elevate interpersonal skills relating to stress management, conflict resolution, breaking down large tasks into smaller pieces, self-advocacy, and a host of other social skills</li> </ul>	

## Career Pivot Tips

1. Use [LinkedIn](#), along with the network of people you know, to identify experts in your field or industry of interest and reach out to them to request an information interview. Ask them to describe the key knowledge, skills, and experience needed to enable people to be successful along with any tips they have for someone trying to get into the field.
2. Read trade, industry and professional journals to learn about the current issues, future trends and to get up to speed on the terminology and technology used in the field.
3. Do a “gap analysis” between what you have and the knowledge, skills and experience you need for the new career and create an [Individual Development Plan \(IDP\)](#) to chart a road map from where you are towards where you want to go.
4. Join and become actively involved in professional associations and project teams to meet seasoned professionals in the new career field. You can also gain knowledge and develop skills needed for your new career.
5. Take in person or online classes to gain relevant knowledge and skills.
6. Volunteer or take an interim or temporary position in your new field of interest.
7. Tailor your resume to highlight your transferable “skills” for the new position. Describe how your experience has prepared you to move into the new field or how your experience has provided you with a unique skill set or perspective that would be beneficial for the new career direction.