

# VIEWING YOUR JOB AS A SET OF TRANSFERABLE SKILLS

## A Companion to Putting the Puzzle Together: Skills Alignment in Hamilton's Transforming Economy

Employers recognize that the skills you learn in one job can be applied to others. When you know what your transferable skills are and how to inform an employer of those skills, you will have greater success in finding employment or advancing in your field.

This document will help you

- figure out what transferable skills are
- determine the types of transferable skills you have developed throughout your previous work experiences
- understanding how similar skills are used in different jobs and different industries



Workforce Planning Hamilton's 2014 Hire Learning Survey found that 67% of Hamilton employers surveyed indicated that skill requirements are expected to continue to increase to a moderate or significant extent over the next 5 years.

Identifying your transferable skills will help you navigate Hamilton's evolving labour market.

The full report *Putting the Puzzle Together: Skills Alignment in Hamilton's Transforming Economy* delves in to how skills are evolving in Hamilton and looks at whether workers have the kinds of skills and training that Hamilton employers need.

For more information about Hamilton's labour market and to read the full report, visit Workforce Planning Hamilton's website

[www.workforceplanninghamilton.ca](http://www.workforceplanninghamilton.ca)



**Workforce Planning Hamilton**  
Planification de main d'oeuvre de Hamilton

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# ABOUT YOUR TRANSFERABLE SKILLS - Essential Skills

Transferable skills are the

- general abilities you develop through work, school, hobbies or other life experiences.
- skills that are used across a range of different jobs and industries, and can be role-related, technical or general
- skills you want to highlight on your resume

You will have skills that can be used for jobs you may not have direct experience in. For example, if you have experience as a retail sales person, you will likely have good problem solving skills from working with customers. Being able to identify solutions to problems is a skill that is key for success in many different careers and industries.

When applying for work, use specific examples from your job experiences to explain how you have problem solving skills.

When beginning to think about what transferable skills you possess, a great starting point is evaluating your strengths with essential skills.



**Transferable skills** are the talents a person gathers throughout their career and other life experiences which can be applied to a new job or career.



## THINK ABOUT

- how you have used each essential skill in your past work experiences
- what level of complexity you have developed for each skill
- which of the 9 essential skills you can improve upon



There are **9** Essential skills that are transferable to all jobs.

The Essential Skills are

- Reading
- Document Use
- Numeracy
- Writing
- Oral Communication
- Working With Others
- Thinking
- Computer Use
- Continuous Learning

Talk to your employment counsellor about ways to develop these skills while you are looking for a job.

Essential skills are used in nearly every job at varying levels of difficulty. Developing your essential skills will help you become more competitive, regardless of your industry or occupation.

## ESSENTIAL SKILLS WORKSHEET

Essential Skill	How have you used this skill in your past jobs?	How difficult were the tasks that used this skill?	Areas to improve upon?
Reading			
Document Use			
Numeracy			
Writing			
Oral Communication			
Working with Others			
Thinking			
Computer Use			
Continuous Learning			



For more information about essential skills visit Working in Canada

[http://www.jobbank.gc.ca/es\\_all-eng.do](http://www.jobbank.gc.ca/es_all-eng.do) or Ontario Skills Passport [www.skills.edu.gov.on.ca](http://www.skills.edu.gov.on.ca).

## TRANSFERABLE SKILLS WORKSHEET

Use the following chart to help you identify your transferable skills. Use your own work and life experiences and consider how the skills you have developed transfer to other jobs.

**EXAMPLE:** A car mechanic - should focus on their general mechanical skills and knowledge not specific to vehicles.

Previous Job Title	Job Duties	Skills Developed	Connection to New Job
Car mechanic	Review work orders and discuss work with supervisor	Gather information Follow direction Learn quickly	Household maintenance repairers have to gather information about each job and be prepared for any issues that may arise at different work locations.
	Adjust, repair or replace parts and components of automotive systems	Problem Solving Provide Maintenance	While the repair is not to a car, general mechanical know-how and knowledge of how to use different tools is needed for completing household maintenance.
	Advise customers on work performed, general vehicle condition and future repair requirements	Anticipate problems Customer service	Both client-facing roles requiring clear communication and excellent customer service
Your previous job:			

# MARKETING TRANSFERABLE SKILLS TO A NEW EMPLOYER

Just understanding what transferable skills you have is not enough to land you the job.

You have to be able to

- effectively present these skills to the employer
- explain how you will succeed in the new position using specific examples

Using the transferable skills you identified in the previous chart, think about how you can explain to a new employer how those skills relate to the job you are applying for.

Use real examples from your experiences. Highlight not just how it applies but also why it is useful to that particular employer.

**EXAMPLES:** Demonstrating Transferable Skill in a resume, cover letter and interview.

## RESUME

**Administrative assistant seeking entry-level business/finance position**

- a. Communicated effectively with stakeholders, including working closely with the finance department and external clients in a time-sensitive and fast-paced environment.
- b. Prepared, recorded and edited correspondence, invoices, publications and other business materials to ensure 100% accuracy.

## COVER LETTER

**Customer service representative seeking hospitality position at hotel**

As a customer service representative, I worked closely with customers to identify their needs and problem-solved to provide solutions-oriented assistance in the company contact centre. Learning how to work with a diverse set of customers is a skill that I will take with me to the hotel industry, where excellent customer service is crucial to success.

## INTERVIEW

**Manufacturing labourer seeking machine operator position**

Interview question - "Why would you be the right person for this job?"

### Your Response

"While working in a manufacturing environment, I became very interested in machinery operation. The combination of my mechanical aptitude, ability to learn quickly and handle multiple responsibilities at the same time allowed me to become one of the fastest and most precise labourers at my previous employer. These are all skills I will take with me to help me succeed in this new position."

These are just a few examples. Think of how you can demonstrate your transferable skills to each specific job you apply to.



In what stage of the recruitment process should I demonstrate my transferable skills?



All of them! Present your transferable skills in your resume, cover letter, interview, networking conversation or any other interaction with a prospective employer.

