Transferable skills

Find out and discover what skills you already have. Even if you haven't worked in the industry of your choice, you will have developed soft skills at school, through study, volunteer and community programs and any other job you've had. Transferable skills are skills you acquire through your experience which are relevant to any job and this is something you should put on your CV!

What is the difference between hard skills and soft skills?

Hard skills are job-specific and technical skills obtained through school, university, work experience, or on the job training. Knowing another language, how to use a specific piece of software or machinery are examples of hard skills.

Soft skills are behavioral and attitudinal skills such as being able to collaborate, think critically, creatively problem solve, manage your time, make decisions and work cooperatively with others, these skills can be transferred from job to job, and even across different industries.

Think about all the things you do (or have done) in your life. List some of the activities you've partaken in (like extracurricular sport, academic or creative activities) and subjects you liked and studied in high school:

What soft skills do you think you learned from these experiences?

Have you done any volunteering?
If yes, write down what you did and what soft skills you think you learned from the experience:

If no, would you consider volunteering somewhere to develop some skills?

Have you had any jobs so far? If yes, write down what you did and what soft skills you think you learned from the experience:

Do you participate in any community organisations and if so, what do you gain from the experience, and have you developed any soft skills by being a part of the organisation?

Look at the following list of soft skills and circle any skills you think you have developed from the experiences you've had in your life.

Active listening	Respectful of differences	Attentiveness	Teamwork	Problem solving
Conflict resolution	Time management	Critical thinking	Communication	Ability to take instruction
Motivation	Leadership	Decision making	Creativity	Patience
Positive attitude	Dependability	Empathy	Enthusiasm	Financial management
Responsibility	Initiative	Presentation skills	Work ethic	Planning
Organised	Resilience	Goal setting	Customer service	Inclusiveness

List any skills you didn't circle that you'd like to develop further.

How might you go about developing these skills?