Transferable skills are the core skills and abilities that go beyond a particular job or organization – their intangible qualities that have allowed you to succeed in almost any environment.

Use this list to help you identify some of your key transferable skills that you could highlight in your job applications and online profiles.

- **Organizational and Execution Skills**: These are the skills that help you to plan, prepare, and get things done in the workplace, so putting them to use in your role is valuable to employers. Here are some examples of what these skills involve:
  - **Time management**: managing your own time to get the job done. This is especially useful in fast-paced work environments.
  - **Research and analytics**: collecting data, analyzing, reporting on your findings and making recommendations.
  - **Administrative and clerical**: efficiently handling tasks like filing, paperwork and communications including phone or email, plus managing calendars and appointments.
  - **Financial management**: developing and managing budgets, keeping financial records, fundraising or project managing.
  - **Sales and marketing**: marketing and selling a product or service, or influencing behavior.
  - **Creative thinking**: generating new ideas and coming up with innovative solutions to problems.
  - **Planning**: managing yourself, others and available resources with a goal in mind, and creating plans for projects or events.
  - **Technology or digital literacy**: being able to use and quickly adapt to new technology, programs or tools.

- **Communication Skills**: Workplaces rely on communication for things to run smoothly, so skills you have here will be a benefit to them. These skills can be used communicating within your team or company, as well as externally – for example, to customers.
- **Listening**: not only taking on what’s communicated to you but also interpreting and understanding it.
- **Writing**: this isn’t necessarily creative writing; it’s any kind of interaction that involves the written word, such as reports, emails, letters, sales materials and articles.
- **Face-to-face**: communicating in person, including facilitating meetings, interviewing, persuading, negotiating, expressing ideas plus speaking in public or to groups.
- **Closing the loop**: ensuring that both your supervisors and co-workers are aware of your progress on any given task. This goes from sending an email to confirm that you’ve finished a project, delivering requested materials in a timely manner, and letting others know when you have availability to take on a new task.
- **Diplomacy**: representing the values of either your supervisor or the organization you work for, while educating others about these values.
- **Languages**: having the ability to communicate in a language other than English

- **People Skills**: These are the skills that help you interact and get along with co-workers, customers and clients. People skills are really valuable to organizations especially as they place growing importance on team culture and performance. Here are just a few examples.
  - **Co-operation**: being able to collaborate, work well with others and effectively contribute to projects or tasks.
  - **Empathy**: putting yourself in someone else’s shoes to try and understand or relate to them.
  - **Patience**: the ability to handle trying situations, repeat processes when necessary, take time to make thoughtful decisions, accept delays or persevere.
  - **Flexibility**: willingness to adapt to a new situation or change approach when needed.

- **Leadership Skills**: Effective leaders can motivate their team and make decisions, which are things almost any successful business needs.
- **Prioritization and delegation**: being able to step back from the coalface and decide what needs to be done first, and determining which jobs are necessary and who can best handle them.

- **Critical thinking and problem solving**: looking at problems, analyzing them and coming up with solutions.

- **Coaching, mentoring and feedback**: supporting and encouraging people to achieve goals, helping them work through roadblocks, plus providing feedback and information on performance.

- **Openness**: not just receiving, but soliciting other people’s ideas and perspectives. In addition to having the willingness to think outside the box, being able to admit a mistake and take action to correct it.

- **Mobilization**: bringing out the best in other people, helping them identify their interests and skills, and ensuring everyone is contributing to the success of a workplace or team.