

Transferable Skills: The Skills You Need for Success

What Are Transferable Skills?

Transferable skills are a range of skills that can adapt to a variety of situations. These fundamental skills are acquired through life experiences, such as school, work, and extracurricular activities. They exhibit your qualifications for a position and are important to identify while conducting your job search.



How Do You Identify Transferable Skills?

Although there is some overlap, transferable skills can be divided into these categories:

- **Working with People** (Organizing, Translating, Teaching, Advising, Supervising, etc.)
- **Working with Things** (Designing, Drafting, Troubleshooting, Repairing, Surveying, etc.)
- **Working with Data/Information** (Writing, Analyzing, Budgeting, Editing, Calculating, etc.)

Follow these three easy steps to identify your transferable skills:

- 1) Make a list of all the job positions you have held (include volunteer work, internships, leadership roles)
- 2) Look at your transcript and list the major and core classes you have taken
- 3) Write a sentence for each job position and class you noted — make sure to use action verbs!
- 4) Now, take a look at those action verbs — that list of skills/experiences are your transferable skills that can be used for future reference in your job search

For more information on transferable skills, check out [page 9](#) of the Career Services Career Guide.

<http://schools.wetfeet.com/advice-tools/on-the-job/skills-your-key-to-success-in-the-workplace>

Career University 2013: Free Workshop Series for SDSU Alumni

SDSU Career Services is hosting a free workshop series for SDSU alumni. Every Tuesday and Thursday in the month of June, there are two workshops for you to attend at no cost to you.

WEEKS 1&2:

6/4 Professional Branding/Job Search Through Social Media (11AM - 12PM)

6/6 The Full Package — Your Competitive Edge (11AM - 1PM)

6/11 Technical Resumes Workshop (11AM - 12PM)

6/13 Escape to Graduate School (11AM - 12PM)

WEEKS 3&4:

6/18 Networking or Not Working (11AM - 12PM)

6/20 Salary Negotiation (11AM - 12PM)

6/25 Job Search and Federal Employment in San Diego (11AM - 12PM)

6/27 Backpacks to Briefcases—Meet the Employers (11AM - 1PM)

All workshops will be held in Career Services (SSE - 1200)

Questions? Comments? Please contact Jeanette Richards at jrichards@mail.sdsu.edu