Transferable skills are skills you develop throughout your life. They are not job specific—they are abilities that mature over time and can be developed in one situation and transferred to another. These portable skills help you in social, academic, and professional situations.

Transferable skills can help you stand out to employers in your job search or even make a career change – so knowing just what yours are can help you take that next step.

**Transferable Skills**: these are skills that can be applied in various situations.

Directions: Review the common list of transferable skills. Think of how you can show examples of specific ways you’ve used these transferable skills so you can talk about them to potential employers- for example, in an interview setting. Make a note of skills gained and qualities demonstrated in the space provided.

*\*A clear understanding of transferable skills can help you write effective resumes, identify gaps, and continually plan skill development to improve your employability.*

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| **TRANSFERABLE SKILLS** | |
| **SKILLS** | **Skills Gained/ Qualities Demonstrated** |
| Teamwork | Collaborated with cross-functional teams (developers, business analysts) to deliver integrated system solutions. |
| Communication | Translated complex technical requirements into clear, structured documentation as part of the CBSOD department, ensuring effective communication between technical teams and non-technical stakeholders. |
| Creativity | Applied creative problem-solving techniques to design custom features that addressed unique client or internal business needs. |
| Flexibility | Adapted quickly to changing project scopes, priorities, and new technologies in agile development environments. |
| Problem-solving | Diagnosed and resolved system issues through root cause analysis; implemented long-term solutions to minimize recurring bugs. |
| Technology |  |
| Decision making |  |
| Organizing and planning |  |
| Adaptability |  |
| Leadership |  |
| Customer Service |  |
| Willingness to learn |  |
| Presentation |  |