

Applying your Transferable Skills | Beyond OSU: Concept

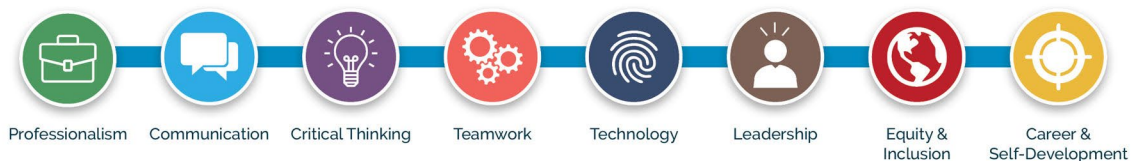
Assignment Overview:

Simply put, transferable skills are skills that you have acquired throughout your life that are transferable to things that you will be doing in the future. They are non-specific skills which can be used in a variety of occupations. You may have learned them through coursework, class projects, jobs, internships, volunteering, leadership roles or life experience. Transferable skills are important skills that all employers seek from potential job candidates.

Learning Outcomes: 1. Determine your strongest transferable skills.
2. Explain how those skills can be applied to future job application, resumes, and interviews.

Beyond OSU: This assignment falls under the **Beyond OSU I (Prepare) learning outcome #1: Illustrate how OSU and related experiences connect to career readiness & advancement skills** (NACE competencies).

NACE Competencies: Skills developed completing this assignment:
Professionalism, Critical Thinking, Career & Self-Development



Instructions:

Step 1: Personal Traits (Worksheet 1): Ask yourself which personal traits listed match yours and how they may be applied to the workplace. Use these terms in your written applications, job interviews and any time you are discussing your qualities with a potential employer. **Be prepared to provide examples of how you have used these skills in prior experiences.**

Step 2: Transferable Skills (Worksheet 2): Ask yourself which transferable skills (abilities that can be applied across different jobs and situations) match yours and how they may be applied to the workplace. Use these terms in your written applications, job interviews and anytime you are discussing your skills with a potential employer. **Be prepared to provide examples of how you have used these skills and how they can be applied to the potential position or workplace.**

Step 3: Expand on your self-reflection: Fill out worksheets 1-3 and build a narrative for your personal traits and transferable skills. Use these elements to aid in other assignments or projects around career development.

WORKSHEET 1 Personal Traits: check box if this fits you >>	Keyword >	Examples for resume/cover letter
Careful, precise, free from error?	Accurate	
Able to adapt to new surroundings/new conditions?	Adaptable	
Watchful, wide awake, ready to act?	Alert	
Full of ambition, with a strong desire to do something?	Ambitious	
Feeling and inspiring friendliness, likeable?	Amiable	
Good at employing analytic methods, separating things into their parts?	Analytical	
Able to express yourself clearly?	Articulate	
Insistent on people's rights or opinions?	Assertive	
Able to notice, to pay careful attention?	Attentive	
Tolerant or liberal in thought or opinion?	Broad-minded	
Practical/Systematic?	Businesslike	
Serene, still, peaceful, undisturbed?	Calm	
Skilled and able to...?	Capable	
Watchful, cautious, concerned for?	Careful	
Adequately qualified, have ability in...?	Competent	
Trusting, fully assured, have belief and trust in yourself?	Confident	
Having a good moral understanding of right and wrong?	Conscientious	
Constant to the same principles, not changing?	Consistent	
Able to work well with others?	Cooperative	
Devoted to your aims and goals?	Dedicated	
Described as able to be relied on?	Dependable	
Resolved on a course of action?	Determined	
Competent, capable, able to get results?	Efficient	
Active, full of life, vigorous, an energetic worker?	Energetic	
With strong interest and great eagerness?	Enterprising	
Manageable, adaptable, versatile?	Flexible	
Energetic, industrious?	Hardworking	
Sincere?	Honest	
Ability to work on your own without supervision?	Independent	
Hardworking, diligent?	Industrious	
Good at making changes, introducing something new?	Innovative	
Able to clearly recognize your need for having a job?	Motivated	
A person who believes that good prevails over bad?	Optimistic	
Eager to place things in working order?	Organized	
Calm?	Patient	
Genuinely able to enjoy working/being with people?	People-oriented	
Steadfast in pursuit of an aim, refusing to give up, apply continued effort?	Persevering	
Inclined or suited to useful action, rather than speculation?	Practical	
Good at making things?	Productive	
Of practical views/policy, truth/detail, presenting people/scenes as they are?	Realistic	
Dependable?	Reliable	
Able to supply what is needed, quick witted?	Resourceful	
Capable of rational conduct, trustworthy?	Responsible	
Able to turn easily or readily from one occupation/job to another, changeable?	Versatile	

WORKSHEET 2 Transferable Skills: check box if this fits you >>	Transferable Skill >>	Examples to use
Able to learn a new task and/or work in a different area with different co-workers?	Adapt to situations	
Break a problem down to see what is really going on?	Analytical	
Put things together with your hands?	Assemble products	
Use a calculator, cash register or computer to answer numerical questions?	Calculate Numbers	
Speak and/or write well and get your ideas across to other easily?	Communication	
Always think about how others may feel about things before you say or do something?	Considerate	
Believe in and feel good about yourself?	Confident	
Use your imagination to come up with new ideas or to solve problems?	Creative	
Make good judgments about what to do in a difficult situation, even without a supervisor?	Decision-making	
Assign tasks to others to complete?	Delegate	
Counted on to do what you said you would (i.e. show up for work on time, do great work)?	Dependable	
Perform tasks in the fastest and simplest ways that they can be done?	Efficient	
Have lots of energy to use at work?	Energetic	
Tell others why you do certain things the way you do or why you think the way you do?	Explain	
Carry out many different responsibilities with very little advanced notice?	Flexible	
Set goals for yourself to achieve and plan ways to achieve them?	Goal setting	
Deal effectively with complaints made by customers or other constructive criticism?	Handle Complaints	
Enjoy helping people solve their problems?	Helpful	
Look at things and make sense of them, figure out what makes things work and why?	Interpretation	
Do new things and carry out responsibilities easily by watching others or following directions?	Learn quickly	
Pay attention to what others are saying without distraction or passing judgment on them?	Listen	
Help keep others' spirits up and encourage them to do their best?	Motivate others	
Keep track of items and how to order them?	Ordering	
Arrange people/plan events/put things in order so that they run smoothly?	Organized	
Turn relevant equipment on and off as well as know how to use it safely and wisely?	Operate Equipment	
Think ahead about your day and keep problems/accidents from happening?	Planning	
A nice person for others to talk to and be with?	Pleasant	
Make sure that things are done accurately, correctly and exactly?	Precise	
Write thorough and accurate notes/numbers?	Record data	
Think of new, creative, different ways to do things when there are no obvious solutions?	Resourceful	
Feel very confident and positive about yourself and your abilities?	Self-assured	
Friendly, patient and polite with customers and try your best to service their needs?	Customer Service	
Watch others to make sure that everything is ok and/or that they are doing their jobs well?	Supervise	
Follow instructions well, ask questions when you do not fully understand something?	Take instructions	
Plan your time so that you don't forget to do things and know how to prioritize?	Time Management	
Figure out what the problem is, why there is a problem or prevent a problem?	Troubleshoot	
Trusted to get the job done, look after things or keep info. that is important to others?	Trustworthy	

Worksheet 3:

Step 3: Expand on your self-reflection: Once you have finished both worksheets, list your top 8 personal traits (worksheet 1) and your 4 strongest transferable skills (worksheet 2).

Top 8 keywords from the personal traits worksheet:

- | | | |
|----|----|----|
| 1. | 2. | 3. |
| 4. | 5. | 6. |
| 7. | 8. | |

Now, expand the story (example situation) on your transferable skills for a cover letter, resume, or interview.

Example: Transfer Skill: Dependable **Expanded:** While working at MTI Robotics and Manufacturing I made sure to arrive 5 minutes early each day to prep and stayed to help clean up and organize the worksite when we finished out our shift.

Transfer Skill #1: **Expanded:**

Transfer Skill #2: **Expanded:**

Transfer Skill #3: **Expanded:**

Transfer Skill #4: **Expanded:**

Notes for Instructors:

Please adjust this assignment as needed to fit your schedule, point system and course outcomes. While this checklist and worksheet assignment is designed intentionally to be broad in scope, we know that career development is not a one-size fits all process. Be mindful of your audience and their career pathways when thinking through their best transferable skills. Please add specific industry benefits (for skill focus) to make this more engaging where needed.

Suggestions for this assignment:

Length: This is a relatively short and self-reflective assignment. You could add a reflection paper or a peer discussion to help expand on ideas and dialogue. Students could potentially use their worksheets to conduct a group workshop on how to reframe or highlight similar skills. You could also add depth by using the transferable skill “expanded” area to create bullet points for resume usage. Coach students through any industry expectations or areas of high transfer skills.

Assessment & Submission: Please assess this assignment in line with other work for your course, and direct students on how you would like them submitted (printed and submitted during class or filled out electronically and submitted via Canvas, etc.) In terms of scaffolding, this assignment is good pre-work for the Crafting Resume Bullets assignment or the Mock Interview assignment.

Additional Resources: Please consider using the robust online resources the [Career Development Center](#) offers you and your students. For more information on using the Career Development Center's tools, events and workshops in your classroom, please [visit our website](#).



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