

# Ontario Tech Career Centre

# Transferable Skills

# Worksheet

## Communicating Your Skills

### What is a Transferable Skill?

Transferable skills are skills that are acquired from different areas of life (school, work, family, etc.) and can be applied to other relevant settings (volunteering, travelling, hobbies, etc.). Common examples are communication, organization and leadership skills.

### Why are transferrable skills important?

Employers look for evidence that you are able to contribute to the workplace with the skills they need. They use this information when they are reading your resumé, cover letter, and LinkedIn profile and will expect you to provide evidence of your skills and abilities at the interview. The good news is that employers value skills that are developed in any environment. This includes coursework, academic projects, paid and unpaid work, extra-curricular activities and hobbies.

### Communicating skills on your resumé

Many students choose to put a qualification summary or highlights of qualifications at the top of their resumé. As most readers spend less than twenty seconds reviewing your resumé, it is important to use evidence based statements. The following are some examples of evidence-based statements for a resumé.

### Sample evidence-based statements for a resumé

- Demonstrated excellent leadership skills chairing the annual United Way fundraiser that raised over \$2500
- Facilitated seminars to groups of thirty participants in my fourth year practicum
- Developed a workplace training program during my capstone project at Deloitte which was implemented
- Three years of customer service experience in sales and food service industries

### Rank the top five skills that you would like to communicate to an employer

The CAR method allows you to communicate with employers using evidence-based statements.

CAR Method for communicating with employers		
<b>C</b>	Context	“Previously employed at XYZ Technologies. Company was experiencing a large error rate in data collection.”
<b>A</b>	Action	“I consulted with the department heads to identify the key error rates. Based on this feedback, I developed a training manual and workshop for staff.”
<b>R</b>	Result	“The error rate dropped by 11 per cent.”

Example statement: Consulted with the department heads to identify key error rates and implemented a training manual that resulted in 11 per cent drop in error rates.

List your top five skills and provide an example of where you have demonstrated the skill using the CAR Method. The example can be from courses, project work, paid or unpaid employment, extra-curricular activities or hobbies.

Example:

**Context:** “I worked in ABC clothing store as a sales associate. Sales of men’s shoes were lower than expected.”

**Action:** “After reading an article about product placement, I approached my manager with an idea to move the display to the front of the store.”

**Result:** “Initiated change of design display in which sales of men’s shoes increased by 15 per cent in the first month.”

1	<b>Context:</b>
	<b>Action:</b>
	<b>Result:</b>
2	<b>Context:</b>
	<b>Action:</b>
	<b>Result:</b>
3	<b>Context:</b>
	<b>Action:</b>
	<b>Result:</b>
4	<b>Context:</b>
	<b>Action:</b>
	<b>Result:</b>
5	<b>Context:</b>
	<b>Action:</b>
	<b>Result:</b>

For more information or to book an appointment:

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