

Be Proud of Who You Are and What You Can Do

Transferable skills are those you've developed and picked up over time, at work and through home and relationships; it could be from hobbies or practical training and qualifications that prove you have done the work to achieve them, and it is essential you use all the resources you have at your disposal.

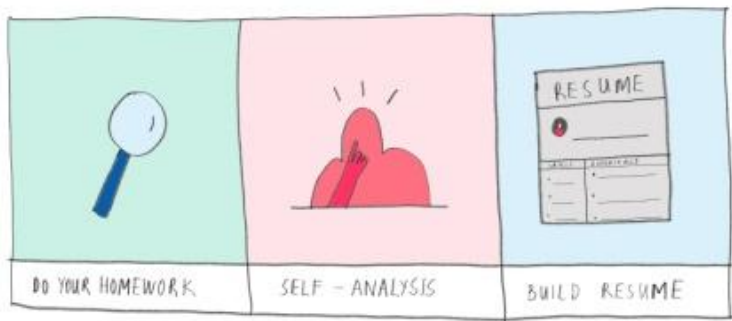
Resources are anything you can use – not just physical things like money, but soft skills too like empathy and compassion, research skills or proof reading - attention to detail for example.

It can sometimes be tricky to think of what skills we actually have – and it's surprising to see just what we can tick off!



You can use the list over the page to help identify what you have and highlight what you may need in future – but remember they won't all be applicable to you, and that's OK, we are all different and have different ways of approaching things.

Here's how you can shortlist transferable skills and tailor them to the job you're applying for:



Do your homework - Study the job advertisement and understand the expectations from the role.

Do a self analysis – think about your life and work skills, use the checklist on the next page to help identify these.

Add it to your CV or application – stating your transferrable skills is the most important part of the application process.

Get blowing that trumpet!



My Skills and Qualities

Meet deadlines	☐	Compassionate	☐
Results oriented	☐	Team player	☐
Organise & plan	☐	Artistic	☐
Supervise others	☐	Motivate others	☐
Manage resources	☐	Listen	☐
Instruct others	☐	Organise people	☐
Drive vehicles	☐	Musical	☐
Tactful	☐	Outgoing	☐
Self motivated	☐	Meet the public	☐
Problem solver	☐	Patient	☐
Adaptable/flexible	☐	Support others	☐
Accept responsibility	☐	Reflective	☐
Desire to learn & improve	☐	Tolerant	☐
Time management	☐	Dance & movement	☐
Manage money/budget	☐	Good communicator	☐
Work independently	☐	Kind	☐
High energy	☐	Mediator	☐
Ability to delegate	☐	Can take instruction	☐
Research	☐	Caring	☐
Creative thinking	☐	Independent	☐
IT skills	☐	Social Media savvy	☐
Manual labour	☐	Empathic	☐
Big picture thinker	☐	Persuasive	☐
Detail oriented	☐	Inspire others	☐

Positive Personality Traits

Putting a positive twist on seemingly negative traits can literally change everything.

turn Negative Labels	into Positive Affirmations
Demanding.....	Decisive
Insisting.....	Determined
Stubborn.....	Persistent
Cocky.....	Confident
Bossy.....	A leader
Fixated.....	Committed
Rebellious.....	Non-conforming
Defiant.....	Bold
Obsessive.....	Orderly
Explosive.....	Passionate
Quiet.....	Thoughtful
Rigid.....	Precise
Fearful.....	Cautious
Hyper.....	Energetic
Impatient.....	Eager
Sensitive.....	Tuned in to Emotions