

Transferable Skills for Entry Level Job Seekers

Have you been on the verge of leaving your current job that you have been in for the longest time? Maybe you already have one foot out the door, but you feel hesitant to make the jump. One of the most common reasons people don't quit is because they don't know how to transfer their skills from one role to the next.

Work Out What Your Transferrable Skills Are

Make a list of your soft and hard skills, which according to [Glassdoor](#) you will need to have appearing on your CV. Then ask a peer what they think – they may have a different and more appropriate perspective.

Don't forget to review your old CV. It might not be pretty—you might even cringe a little but highlight the skills you had listed in the past and add them to your more recently acquired skills.

If you are a little unsure about the differences between these two skill areas, consider:

- Hard/technical skills are specific to your role, such as using certain software's or having precise know-how.
- Soft/transferrable skills are more personality and people-orientated, such as empathy, leadership, and problem-solving.

Are You Looking for a Similar Role in a Different Company?

It's ok to love your career but crave new opportunities. Many of us will find ourselves in a position where we want a change of scenery, a pay rise, or a new challenge. There is nothing wrong with moving from one job to another role elsewhere.

Make Yourself Stand Out from the Crowd

Have you completed a certificate lately, or learnt how to use a new program? List them on your CV! In fast-paced fields such as marketing and tech, it's essential to keep up with industry changes, new programs, and developments. By keeping your knowledge fresh, you'll be better prepared for a job change.

Companies like to see that you know your stuff, so even if you don't have the exact experience they may be looking for, you can still show off your skills and know-how.

Keep your skills fresh by following trends on social media, industry publications and LinkedIn. Staying in the loop helps maintain your employability should you decide to pursue a new opportunity later.

Change Industries and Change Your Life

Have you been heading to work feeling unfilled and uninspired? Stats noted by [Indeed](#) and other easily available statistics show that Millennials and Gen Z are likely to change their careers more frequently, so you're not alone in feeling like it's a time for a change. It's more common than ever for people to change industries, reroute their careers and even head back to school.

If you've set your sights on a new industry or position that you don't have much experience in, then you need to have a memorable CV and be ready to be unforgettable in the interview. This is where your transferable skills will need to shine. Research conducted by [Seek](#) highlights that three quarters of employers believe candidates with transferable skills have a greater chance to find work.

According to [Forbes](#) and [Seek](#), the following are some of the typical and important transferable skills that you can refer to in your CV. It will help if you expand on these with some examples:

- Communication skills
- Teamwork/collaboration
- Critical thinking/problem solving
- Attention to detail
- Taking initiative
- Planning/time management

Hook Your Interviewer

Don't worry, you're not the only one that dreads interviews; they can turn even the most confident people into a ball of nerves. You might feel added pressure if you're applying for a role in a new industry. Even more reason to have a list of your transferable skills ready. Prepare scenarios where these skills shone through so you can enthusiastically talk about them during the interview. It's even better if you can link them to the position you are applying for.

The following are some scenarios you may be asked about during your interview, so be ready with answers that demonstrate how your skills could be transferred.

- What were some examples of working in a team where you achieved a target or created something noteworthy?
- Did you solve any problems in previous roles where the outcome was particularly successful?
- How do you take initiative and motivate yourself, particularly when things are a bit slow or quiet at work?

Whether you're making a life-changing career move or just changing to a new company, you should feel confident in yourself and your skills. Your transferable skills will stay with you

throughout your career, so keep working on them, such as through taking new courses. You want to keep evolving and growing into the person you want to be.

Kacha's mission is to see men and women leading, influencing, and shaping the world in equal measure.

Follow us for more content and updates about Gender-Conscious Recruitment, Diversity and Wellness at Work.