

## Job-specific vs. transferable skills

There are two main types of skills that people acquire on the job:

### Job-specific skills

and

### Transferable skills

A **job-specific skill** is the ability to do a specific task on the job. It is a skill that is directly related to a specific job. An example might be the skill of counting back change. This is a job specific skill for a cashier position.

A **transferable skill**, however, is an ability that can apply to multiple tasks or jobs. An example of a transferable skill might be the ability to troubleshoot and solve problems effectively. This skill can be used in a variety of positions such as a retail associate, a hotel front desk clerk, a bank manager, an electrical engineer, a social worker, or an auto mechanic. The types of problems that need to be solved would be different for each occupation, but the skill needed to identify the problem and its source, alternative solutions, and the best solution is a commonality that each of these positions share.

When developing your resume, be clear on how your past experiences and job specific skills support your job objective. However, even if your work experience is unrelated to the job you are applying for, emphasize the transferable skills you've acquired. This will show the employer that you are adaptable and can bring something to the table!

### Examples of job specific vs. transferable skills

Job-specific skills	Transferable skills
<ul style="list-style-type: none"><li>• Ability to drive a truck (CDL license)</li><li>• Cashiering</li><li>• Computer programming in COBOL</li><li>• Shorthand</li><li>• Writing federal grants</li><li>• Knowledge of the SABRE system (travel agents)</li></ul>	<ul style="list-style-type: none"><li>• Customer service skills</li><li>• Working in a team</li><li>• Organizational skills</li><li>• Communicating effectively</li><li>• Ability to persuade others</li><li>• Problem-solving abilities</li><li>• Computer/Technical literacy</li><li>• Compiling information to produce</li></ul>

<ul style="list-style-type: none"><li>• Skilled in operating floor buffer</li><li>• Processing invoices</li><li>• Designing brochures</li><li>• Able to administer medications intravenously</li></ul>	<p>reports</p> <ul style="list-style-type: none"><li>• Research skills</li><li>• Ability to motivate and manage employees</li></ul>
--	---