

Transferable skills

Description: Transferable skills are competencies that can be used across different industries despite where they originally developed. The [National Association of Colleges and Employers](#) surveyed companies of the top skills needed to be considered career ready and found that the highest requested skills:

Technology	Communication	Critical Thinking	Equity and Inclusion
Leadership	Teamwork	Professionalism	Career and Self Development

Being career-ready means possessing some strength in each of these eight career competencies. Not everyone will be strong in these categories, but a successful professional knows to develop skills continuously. This activity will help you explore your prior experiences and identify transferable skills.

Goals:

- You will be able to identify your transferable skills and strengths in the top competencies.

Activity Instructions:

- Visit [ASU Handshake](#) and login with your ASURITE Account.
- Select the “Jobs” tab on the top left-hand corner and explore open positions.
 - Narrow your search by location, keywords, or filters to find opportunities that align with your interests.
- Pick one job or internship posting that interests you, and fill out the table below with the top responsibilities from the job description. Can they be categorized into competency areas? If so, make sure to include it in the table.

Job Description Responsibility	Competency
1. Works with community partners to develop joint responses to challenges	Teamwork, communication, professionalism
2.	
3.	
4.	

4. Now think of your experience as a student, community member, or employee. Create a list of your primary responsibilities and the competencies required to complete them successfully. Do these responsibilities fall into similar competency areas as the job description?

My Responsibilities	Competency
1. Collaborated with group to present experiment findings to class	Teamwork, communication, professionalism
2.	
3.	
4.	
5.	

5. **Essay Question:** What skills do you have that relate to the desired qualities in the job description? Which competency area do you feel strongest in? Are there any competencies that you don't feel as confident in? What can you do to continue developing these skills?

Resources:

- [Learn more about Career Competencies](#)
- [Find your next opportunity on Handshake](#)