

Key Transferable Skills

“Transferable skills” are skills you can identify and transfer from your life, schooling and work and volunteer experience to positions which may not be exactly in your area or field of focus.

Take a look at skills which can be adapted from your experience to other work opportunities. Be prepared to provide examples of how you applied these abilities and skills in your life/work experience. Some examples of transferable skills in the library field are below.

Working with People:

Customer Service
Communication (written and verbal)
Active Listening
Adapting to Change
Collaboration
Conflict Management
Critical Thinking
Decision Making
Creative thinking
Leadership
Negotiation
Organization
Problem Solving
Project Management
Strategic Planning
Time Management
Working with Diverse Groups
Team Work.

Working with Data/Information:

Budgeting
Spreadsheets
Graphs
Research
Editing
Testing
Data privacy and security
Customer metrics
Content curation

Working with Technology:

Software proficiency
Troubleshooting
Digital marketing
Social media
Digital Literacy