

Transferable Skills Cheat Sheet for Your CV

Transferable skills can be difficult to define, but they are valuable attributes to future employers. To save you time and effort, we have collated the most sought-after skills employers look for in exceptional candidates.

Complement your work experience and formal qualifications with the skills listed in each section and transform your CV in 10 easy steps.

1 Leadership

- strategy development
- goal designing & defining
- change management
- decision making
- initiative
- delegation

2 People Management

- motivating others
- uniting others
- appraising performance
- conflict management
- coaching
- mentoring
- relationship building

3 Project Management

- breaking down & scheduling complex tasks
- time management
- ensuring compliance
- budget control
- commercial awareness
- forecasting

4 Collaboration

- teambuilding
- coordination
- monitoring
- addressing duplication and/or gaps
- taking responsibility
- giving credit

5 Problem Solving

- identifying new opportunities
- pioneering new approaches
- analytical skills
- critical thinking skills
- resourcefulness
- innovation
- creative thinker

6 Data Management

- collecting & recording data
- extracting results
- analysing & interpreting data
- presenting data
- designing reports
- delivering reports

7 General Communication

"communicating technical information to a non-technical audience"

- internal communications
- external communications
- digital skills
- giving effective feedback
- networking

8 Written Communication

- technical writing
- persuasive writing
- report writing
- social media skills
- editing
- proofreading

9 Verbal Communication

- interpersonal skills
- presentation skills
- public speaking
- media skills
- negotiation
- listening skills