

Identify your transferable skills

We all have transferable skills: a core set of skills and abilities that can be used in almost every industry and across different types of roles. By identifying and highlighting these in your applications and interviews, it can help you to stand out in your job search.

To help you identify some of your key selling points, we have developed this list of transferable skills for you to refer to. This is not an exhaustive list, but you should be able to identify your transferable skills and apply these to your job search remembering to support each one with experience, education or achievements.

Communication skills

Advising	Articulating / conveying ideas	Face-to-face – interview, counsel, coach, mentor
Facilitating – meetings / discussions / training sessions	Instructing	Listening
Managing conflict	Negotiating	Persuading or selling
Presenting	Public speaking	Translating
Writing & editing – reports, blogs, sales materials		

Interpersonal skills & personal characteristics: ability to interact with other people

Assertive	Committed	Compassionate
Creative	Curious	Dedicated
Efficient	Emotional	Empathetic
Enthusiastic	Flexible	Hard-worker
Independent	Integrity	Intuitive
Leader	Loyal	Motivated
Optimistic	People-oriented	Persistent
Personable	Professional	Resourceful

Looking to land a role through u&u?

Accounting & Finance
Alan Duggan: 07 3232 9131

Business Support
Erica Brock: 07 3232 9129

Construction & Property
Jess Mitchell: 07 3232 9149

Digital
Sophia Philippou: 07 3232 9139

Engineering
Erin Dennis: 07 3232 9117

Executive
Tim Turner: 07 3232 9135

Human Resources & HSE
Andrea McDonald: 07 3232 9103

Information Technology
Ben Pace: 07 3232 9112

Legal, Risk & Compliance
Katie Francis: 07 3232 9116

Marketing & Communications
Cassandra Vickers: 07 3232 9119

Procurement & Contracts
Dee Clarke: 07 3232 9100

Sales
Chris O'Flynn: 07 3232 9111

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RECRUITMENT
PARTNERS

Identify your transferable skills

Responsible	Self-starter	Sociable
Team-worker	Tolerant	Trustworthy

Developing people

Coaching	Counselling	Helping others
Mentoring	Motivating	Training

Organising

Assigning	Categorising	Follow-through
Meeting deadlines	Multi-tasking	Planning
Re-structuring	Setting priorities	Time management

Leadership

Approving	Decision-making	Delegating
Developing processes	Directing	Evaluating
Implementing	Initiating	Instructing
Interpreting policy	Managing tasks, people, or projects	Motivating others
Planning	Problem solving	Setting strategy
Team-building		

Service

Able to handle complaints	Relationship building	Sense of urgency	Serving customers
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