

DUE 11/14/22

LYNX Work Placement Assignment #4: Transferable Skills

Student's Name _____

Company/Employer Name _____

Read this excerpt from an article about [Transferable Skills](#) on the website Indeed.com.

Transferable skills, also known as “portable skills,” are qualities that can be transferred from one job to another. You likely already possess many transferable skills employers want, like organization or strong communication. You can strengthen those skills and develop new ones that employers value across industries and jobs.

- *Communication*
- *Dependability*
- *Teamwork*
- *Organization*
- *Adaptability*
- *Leadership*
- *Technology Literacy*

1. What are your 4 strongest transferable skills? There are many others than the ones listed above, so you can include other transferable skills in your answer if you like.

1.

2.

3.

4.

2. For each of the skills you have listed above, identify a way that your current Work Placement has helped you develop or strengthen this skill. Give a specific example of how you use it or what part of your job has been helpful in improving the skill.

1.

2.

3.

4.

3. What are 2 transferable skills that you would like to improve upon most? There are many others than the ones listed in this article, so you can include other transferable skills in your answer if you like.

1.

2.

4. For each of the skills you have listed above - as a skill you would like to improve, identify why it is a skill that is considered important in the workplace. Give a specific example of a time when you or someone in another workplace might need this skill.

1.

2.

5. For one of the skills you have listed above, identify why you feel it is one of your weakest transferable skills **and how you could improve or overcome it?**

REMEMBER, TRANSFERABLE SKILLS ARE HIGHLY DESIRABLE BY EMPLOYERS. EMPHASIZE THEM ON YOUR RESUME AND IN JOB INTERVIEWS. CONTINUE TO DEVELOP THEM IN EVERY EXPERIENCE, JOB, OR ACTIVITY YOU PARTICIPATE IN.

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