

Clear-Sighted Career Online Learning Series Presents:

Owning Your Skill Set: Stand Out in the Marketplace

Sharon Keane '84, Director of Professional & Academic Programs
Annie Duffy '06, Career Advisor, CPRW



Who We Are & What We Do



Sharon Keane '84

Director of Professional & Academic Programs

Sharon is responsible for the career services, professional development, and intellectual engagement of Notre Dame alumni. Sharon manages the lifelong learning opportunities to our alumni in various settings including on campus, in community, and online.

Annie Duffy '06

Career Advisor, Certified Professional Resume Writer

Annie provides one-on-one support to alumni as they explore career options, seek networking opportunities, and experience industry transitions. Annie also provides alumni with customized job search strategies, demonstrations of our tools and resources, and personal resume and cover letter reviews.



Today's Topics

- I. Marketplace Review
- II. What are Transferrable Skills?
- III. When, How, and Where are they Emphasized?
- IV. Common Examples of Transferrable Skills
- V. Which Ones Should *You* Highlight?
- VI. Resources
- VII. Final Reminders and Summary



Marketplace Review

➤ Economic outlook moving in right direction, but slow going with:

- Low unemployment
- Slower job creation
- Modest economic growth predicted



➤ More competition for jobs, combined with average number of changes/career transitions requires professionals to distinguish themselves

What are Transferrable Skills?

Skills you've acquired over time that you can take with you and successfully utilize in another job

- Both Soft and Hard Skills
- Most often seen as Soft Skills
 - Provide examples!
 - Find a balance



When, How, and Where are they Emphasized?

➤ When

- Career Transition
- Promotion or lateral move

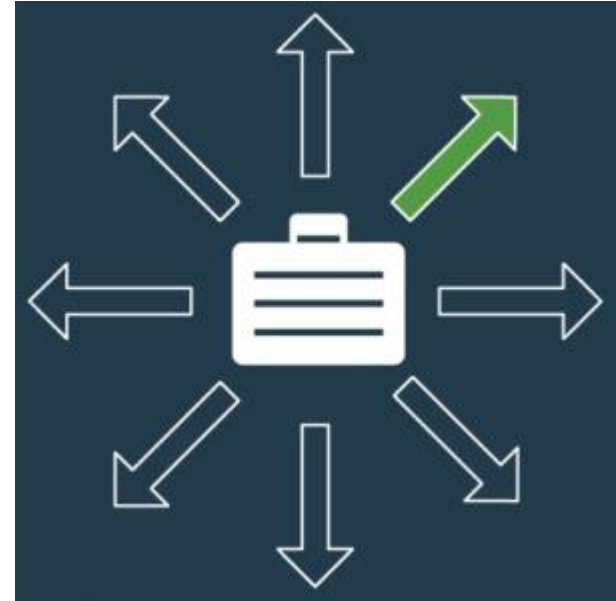
➤ How and Where

– Verbally

- Networking
- Interviews
- Elevator Pitch
- Friends & Family

– Written

- Resume
- Cover Letter
- LinkedIn
- Emails



Common Examples of Transferrable Skills ALUMNI

➤ Position Descriptions!



Which ones should *you* highlight?

- Position descriptions
- Ask a friend
- Get creative!
- Skills Assessments



Resources

- [O*Net](#)
- [Clifton StrengthFinder 2.0](#)
- Skills Matrix and Inventory documents on [careercenter.nd.edu](#)



Summary and Reminders

- Balance Soft and Hard Skills
- Have confidence!
- Highlight for career transitions, *and* promotions and lateral moves
- Emphasize *everywhere*
- Take advantage of Skills Assessments
- Be true to yourself



Thank You!

Questions?

Please email career@alumni.nd.edu

Annie Duffy '06

Career Advisor, CPRW
Professional Programs Team
career@alumni.nd.edu

