

## TRANSFERABLE SKILLS

# T I P S H E E T

### Let Your Interests Point You to Nonprofit Jobs

Do you care about childhood poverty? Want to reform politics? Enjoy coaching little league? Have a passion for animals?

You do not have to be an expert in the field; in fact, it may be a benefit to have expert skills in something else. Every monkey expert in the world wants to work at the Primate Research Center, but the center also needs HR professionals, accountants, and IT experts.

### Sell Your Transferable and Transportable Skills

Carefully examine your current skills and be able to relate them to a non-profit workplace.

- Transferable skills - those used in one position and related to the skills needed for the new position. For Example:
  - Sales (for fundraising and donor cultivation),
  - Journalism (for grant writing or press releases),
  - Conflict management (good for any organization),
  - Human resources (for volunteer management),
  - Teaching (for any kind of public outreach or program), and
  - Entrepreneurship (for creation of new initiatives).
- Transportable skills - those that can move directly from one position to another. For example: accounting, finance, computer technology, entrepreneurship, web design, human resources, management, public relations, and supervision skills are the same regardless of the context within which they are used.

### Resume Writing for the Non-Profit Job

Categorized your transferable skills as competencies so that potential employers can clearly see how your experience relates to the job. Pay careful attention to how employers describe the work they do and the qualifications they are searching for. Make sure that your resume and cover letter are written using the same language as the employer.