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The Value of Transferable Skills

Regardless of one's job situation, everyone should keep an updated résumé at all times. You want to be ready for opportunities when they arrive. Always keep an updated, generic résumé which you will adapt when applying to positions of your interest.

Let's talk about transferable skills because they are handy when adapting your résumé. We often think we are not qualified for some positions because we don't have the required experience according to the job announcements. But this is when we should refer to our transferable skills -- skills and/ knowledge that we acquired and developed in one situation that can be applied to another. These portable skills are important for everyone, particularly for recent graduates who may think they have not accumulated the required experience for the job.

Michelle Garrett, M.S. Ed., SIU Career Development Specialist, recently made a presentation for campus students on the importance of identifying transferable skills and including them on your résumé. The position announcement will be your guide to identify them. You will find below a short summary of Garrett's recommendations.

Importance of Transferable Skills

You have transferable skills. You learn transferable skills everywhere – at life, home or work. The cumulative experiences that you have will dictate what transferable skills you possess.

Transferable skills increase your adaptability. When you have skills that apply to a wide variety of tasks, employers will take note. They want people who can do multiple things and fill different roles if needed. (CONTINUED ON PAGE 2)

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(SEE "THE VALUE OF TRANSFERABLE SKILLS" PAGE 1)

You own them. Portable skills go with you from job to job. Take account of your skill set and you will see how you can apply it to your job search.

They can help you land a job. Employers want job candidates to have experience and skills before they hire them. Transferable skills are a way for you to show that you can do the job, even if you are not the perfect match for the job description. The more relevant skills you have, the more likely you will be to land the job. Transferable skills can highlight your potential to be an asset to the company.

Most important transferable skills to employers according to National Association of Colleges and Employers (NACE) and other sources:

- | | |
|---------------------------------|--------------------------|
| 1. Leadership | 9. Initiative |
| 2. Ability to work on a team | 10. Computer skills |
| 3. Written communication skills | 11. Customer service |
| 4. Problem-solving | 12. Time management |
| 5. Strong work ethic | 13. Interpersonal skills |
| 6. Analytical skills | 14. Conflict resolution |
| 7. Technical skills | 15. Decision making |
| 8. Verbal communication skills | |

On the next issue, the next newsletter will include a topic on how to communicate skills to employers. Stay tuned.

SIU Career Development Center

Take advantage of the free student resources

Prepare thoroughly for your job search and take advantage of free services, such as:

- Creating a resume
- Critique by email
- Telephone and Skype appointment

To utilize the following resources, sign up by clicking on each title:

- [Handshake Mobile \(iOS\) to discover jobs](#)
- [Interview Stream Prep](#)

[To learn more about SIU Career Development, click here.](#)

SIU Alumni Association

Graduates and current student, you may always join the Association. Your association benefits are great and, above all, you will develop strong connections with other Salukis wherever you are in the world.

[Submit your membership request](#)

You may also connect with the Workforce Education and Development group in LinkedIn—with 3,000 WED people instantly! You also will have access to job postings.

[Click here to join us today](#)

The Chair's Message



Cynthia Howard Sims, associate dean for Academic and Student Affairs, College of Education and Human Services, professor and interim chair, Workforce Education and Development.

Hello, all. As we near the Thanksgiving holiday, I would like to tell you that I am thankful to be faculty in the Department of Workforce Education and Development. I have learned so much from and established lasting friendships with WED students, which has helped me to become a better instructor, administrator, and person. I am happy to have had the opportunity to teach and collaborate with WED students who have graduated and become authors, owners of companies, professors, and high-level administrators around the world! I am very proud of them and of *you* for working as adult learners to fulfill your educational and career goals. I thank you for inspiring me to be a lifelong learner as well!

In order to further your education, I want to encourage you to apply to the WED Master's Program or WED Doctoral Program. Master's courses will begin in January 2019, and you can complete the program from a distance by taking online courses and participating via video conference. We are also accepting applications for the Doctoral Program for fall 2019. This is a fully on campus program because there are required seated courses in WED and in other College of Education and Human Services departments.

I plan to meet with current students soon as I travel to some of the off campus sites early next year. I would love to hear from our alumni as well, so I will give a schedule of my planned trips so that you can come and talk with me at a nearby SIU site. Please also look for our dean, Dr. Matthew Keefer, who will be attending the SIUC Commencement in December at the Jacksonville location.

Have a great rest of the year, and remember: GO, SALUKIS!

Cynthia Howard Sims



Happy Thanksgiving Day!

As we rush through the end of another year, we stop for a moment to thank you for being part of the WED family. Directly or indirectly, you have touched us in many ways, and we are grateful for that. We are here because of you. And we wish you, your family, and friends a happy and meaningful Thanksgiving Day. To the ones who are far away in another soil, be sure that we are also grateful for you and make a toast for your safe return home.

WED Alumnae



Tyra Causey, Retired Master Sergeant and Amelioration LLC founder.

TYRA CAUSEY B.S. 2016

U.S. Air Force retired master sergeant and [Amelioration LLC](#) founder

Retired Master Sergeant Tyra Causey knew she could use her education and training management experience from her last 10 years of service in the U.S. Airforce to help many nonprofit organizations where she was volunteering. Causey knew that many of the organizations need some administrative and educational support to grow, and that was something she could provide.

In 2014, she launched her company, [Amelioration LLC](#), to provide human resources and administrative support to start-ups and small- to medium-sized businesses and nonprofit organizations. Her offerings included education and workforce development courses. Amelioration has evolved impressively and, currently, offers workshops, speaking engagements, tutoring, adult learning and academic coaching services. Causey says, "I am able to learn other companies' cultures and provide useful structured information that I learned through the WED program." In addition, Causey has built collaboration with small business, large corporation and the federal government to provide related services.

Causey is featured in the Leading Women in Business special advertising sections of the October 2018 issue of O, The Oprah Magazine & Entrepreneur, as founder of [Amelioration LLC](#). Amelioration is recognized as a woman-, minority-, and service-disabled-veteran-owned business. Causey keeps on growing their services. She is about to start Harvard Business School's business analytics program. Way to go Master Sergeant Causey!



Alicia Jackson, diversity and compliance officer, City of Carbondale.

ALICIA JACKSON, M.S.Ed. 2006

Diversity and compliance officer for the [City of Carbondale](#)

The fact that some faculty challenged and pushed us to achieve our goals to be successful in the WED master's program resulted in my ability to communicate and deliver the best workforce services. My training has helped me succeed professionally. In 2013, I started working as deputy city clerk for the [City of Carbondale](#). After two years, I moved to the position of Carbondale assistant to the city manager, and recently, I became the diversity and compliance officer.

I am grateful that each professor embodied leadership qualities as part of their instruction for us as students in order to accomplish our objectives. The adaptability of the information I learned has been an asset in every industry I have encountered since graduation. This is the core of the WED program.

During my thesis, Professor Freeburg gave me encouragement, guidance, inspiration and valued me. Professor Sims allowed me to be in the mentorship program, which allowed me to mentor high school students and inspire them to continue their education. We took a group of students to visit universities and colleges in Nashville and Atlanta. It was a rewarding learning experience for all those involved. I recommend the program because the WED professors go the extra mile to give encouragement to their students to go beyond their comfort zone. That brings you success!

November 2018 — Important Dates

Saturday, 11/17, 12:00 Noon– Thanksgiving Break
Sunday, 11/25:

Office of the Bursar

For a complete listing of courses through Spring 2019, visit registrar.siu.edu and select Schedule of Classes Search. For SIU events, click on [Events Calendar](#). For other calendars, click on [calendars](#), and click on [Graduate School](#) for Dates and Deadlines.

Jobs of the Month

- Instructional Designer STRIVR – Los Angeles [Read more](#)
- Instructional Designer MT– KAISER, Downey, California [Read more](#)
- Training and Organizational Development Administrator – Snohomish County, Everett, Washington
[Read more](#)
- Instructional Systems Designer – Vertex Solutions– Urbana, Illinois [Read more](#)
- Training Specialist – AASKI Technology, Wharton, New Jersey [Read more](#)
- Instructional Systems Designer – CGI Group, Inc., Fairfax, Virginia [Read more](#)
- Systems Mgr–Condition Management – Palmetto Health, Columbia, South Carolina [Read more](#)
- Human Resources (Hr) Generalist – Contemporary Staffing Solutions, Jacksonville, Florida [Read more](#)
- Executive Assistant, Chief Development Office – Wounded Warrior Project, Jacksonville, Florida
[Read more](#)
- Year Round Intern-Talent Acquisition – Navy Federal Credit Union, Bellview, Florida [Read more](#)
- Instructional Systems Designer – Intelligent Decision Systems, Inc, Pensacola, Florida [Read more](#)

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