

WORKPRO READY FACTSHEET

The Power of Transferable Skills: Using What You Already
Know to Land Your Next Job



**The smart readiness
tech for jobseekers**

Helping you build confidence
for your next opportunity

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Why Transferable Skills Matter

Starting a new role can feel daunting, but you already have more to offer than you realise. The skills you have gained from previous jobs, study, or volunteering are valuable and can help you take the next step in your career.

Employers now focus on people who can adapt, communicate clearly, and solve problems. Recognising and promoting your transferable skills shows that you are capable, confident, and ready to contribute.



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What Are Transferable Skills?

Transferable skills are abilities that can be used in many types of work. They help you perform well in different roles and industries. Examples include:

- Communication: Speaking clearly, listening actively, and expressing ideas effectively.
- Teamwork: Working well with others to achieve goals.
- Problem-solving: Finding solutions and learning from challenges.
- Time management: Staying organised and meeting deadlines.
- Customer service: Supporting others and resolving issues with care.

These strengths help you succeed in new roles and show employers that you can learn and grow.

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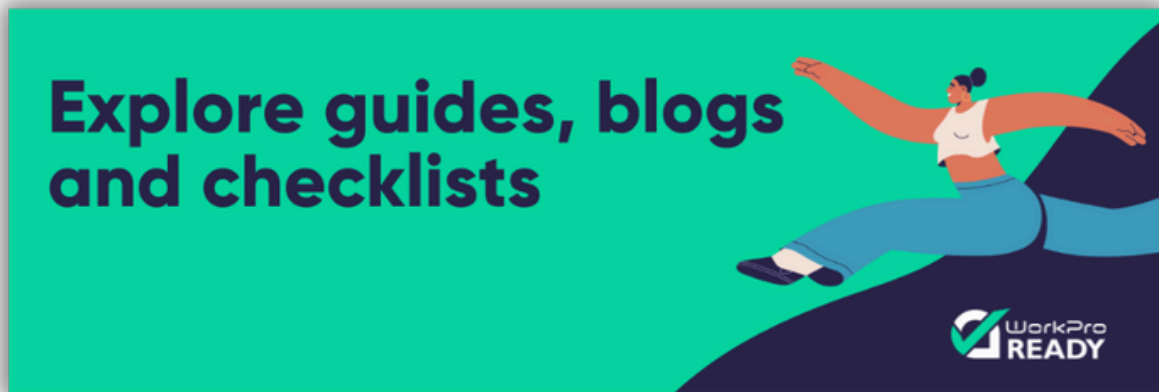
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How to Present Your Skills

You do not need to start again when applying for a new role. The key is to show how your existing abilities fit the job you want.

- Update your résumé:
 - Add a "Skills Summary" section that highlights your strongest transferable skills.
- Use examples:
 - Explain how you used these skills to achieve results in past work, study, or projects.
- Refine your cover letter:
 - Show how your experience can help you contribute to the team and succeed in the role.

Employers look for evidence, not just claims. Show how your skills make a real difference.



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Why Employers Value These Skills

Workplaces are changing quickly. Employers need people who can adapt, think creatively, and work well with others.

When you highlight your transferable skills, you show that you can handle change, learn quickly, and bring initiative to new situations.

These abilities make you more employable and ready to move confidently into your next role.

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How WorkPro Ready Supports You

WorkPro Ready helps you present your skills and qualifications to employers in a clear and professional way.

- Create a personal profile that reflects your experience and goals
- Record your training, credentials, and work rights in one place
- Complete short learning modules to strengthen your employability
- Show that you are prepared, capable, and ready to work

Whether you are looking for your first job or a fresh start, WorkPro Ready gives you a simple way to take control of your career journey.

Take the Next Step

You already have the skills employers need.



**Get WorkPro Ready to build your profile,
explore learning modules, and move
closer to your next opportunity.**

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