



Oliwia

Global Executive Recruiter

# How to explain your skillset

According to experts, every person has up to 700 skills ready to be used at any time. While the internet is full of articles suggesting new essential and must-have skills every other week, the best practice is to stick to one skill classification and understand how to make the best use of it in your job search.

One of the most popular skill classifications suggests diving them into three categories:

- ▶ Knowledge based skills
- ▶ Personal traits
- ▶ Transferrable or functional skills

Every job posting includes a long list of requirements, the majority of which can be classified into one of these three categories. Even if you don't have all the knowledge-based skills required, you can be an equally valuable candidate for the role, if you offer a broad set of personal and functional skills. In other words, your skills can easily balance themselves out in between these three categories. So, how do we make use of this classification when crafting a resume and applying for a role?

Knowledge is the beginning of practice; doing is the completion of knowing

Knowledge-based skills have always seemed to be an essential requirement for every role. How can you perform in a programmer role, not knowing the basics of coding? How can you win a recruitment process for an accountant role, not having any knowledge of how to interpret financial records?

There will always be a level of certain subject knowledge, which you need to build, in order to be able to perform in a specific role. It is usually acquired through education, training and on-the-job experience. Try to list down five knowledge-based skills, which are specific to your personal profile. Justify each of them with any specific training or course you have completed. Also, make sure to showcase your knowledge-based skills by describing when and how you have been applying this knowledge in your previous roles. Knowledge-based skills

unjustified with a real-life application example are not worth mentioning in your resume.

## Soft skills will make your career

The World Economic Forum “Future of Jobs” report suggested that complex problem-solving, critical thinking, creativity, people management and emotional intelligence are the most important soft skills required in the workplace. Personal traits and attributes have never been more sought for in the workplace. Some employment market experts tend to claim that 80% of the job profile are one’s personal soft skills and just 20% are the knowledge-based skills.

Here is some useful information about this:

- ▶ Educate yourself on what the hot soft skills in your industry or role are.
- ▶ Talk to your leaders, managers and coaches, network with people and see how they brand themselves when it comes to the personal traits they have.
- ▶ Try to define your personal brand using three soft skills which you have mastered.
- ▶ Talk to your colleagues and friends to learn how they perceive your brand. What are you really good at? What are you known for? Are people looking up to you in a specific area? Having defined your strongest personal traits, think of some good examples when they have helped you achieve a business result, close a successful project or perhaps helped the team perform better.

## The agility of transferrable skills

Nothing completes your profile as much as transferrable or functional skills. These are typically the actions you take to perform a task, transferrable to different work functions and industries. Being based on your ability and aptitude, they scope within a wide range among analytical, organizational and writing skills. If you ever struggle to meet all the knowledge-based role criteria, make sure to underline the best transferrable skills you can offer, as they will surely be appreciated by the hiring team. They may not necessarily land you on the job, but they will help you put your best possible self forward. While reviewing a job description, think of any transferrable skills of yours that can support your performance in the role. List them down in a

separate resume section. Aim at naming three skills and justify the choice sharing a particular business context in which you have successfully applied these skills. Try to support this with any numerical facts or statements.

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