Transferable Skills

Tom is a waiter, but he wants to change his career path. He would like to get into sales, and he applies for a sales representative position working in a mobile phone provider store, selling phones and plans. He is worried that he will not get the job because he has never worked in sales before.

Tasks as a waiter:

* Inform customers of the menu
* Make the customers want to come back
* Deal with many tables at one time
* Make recommendations to customers
* Answer questions
* Deal with any customer complaints

Tasks as a sales representative:

* Answer questions
* Inform customers of products
* Serve as many customers as possible
* Deal with customer complaints
* Convince customers to buy products
* Make the customers want to come back

What skills does Tom have as a waiter that can be transferred to being a sales representative?

*\*****Transferable skills*** *are skills that can be useful in more than one job\*.*

What transferable skills have you gained from being a student?

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| **Tasks As a Student** | **Transferable Skills Gained** |
| Example: Handing in assignments on time | Can work with deadlines |
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