

Loyola Student Athlete Transferable Skills

This handout will help Loyola University Student Athletes understand and identify transferable student athlete skills and learn how to incorporate them into the job-search or graduate school application process.

What are transferable skills?

Transferable skills are a set of skills and abilities that are developed over time that can be relevant to employers across various industries, jobs, organizations, classes, and life. There are certain skills student athletes build naturally through training and competing over the years. Follow these 5 steps to incorporate student athlete transferable skills into your internship, job or graduate school application process.

STEP 1



Identify the examples of the transferable skills that most closely match your own skill development.

Examples include:

- > *Working in a Team*
- > *Quick Decision Making*
- > *Coachability*
- > *Competitive*
- > *Communication with Coaches, Teammates, & Administrators*
- > *Goal Oriented*
- > *Leadership*
- > *Prioritization*
- > *Time Management*
- > *Work Ethic*
- > *Learning from Defeat*

STEP 2



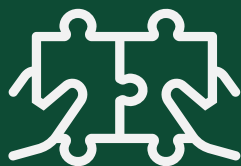
Reflect on which skills are the most relevant to the opportunity for which you are pursuing.

Try doing and answering the following:

- > *Look for keywords in the position description or the graduate school application*
- > *What skills do they prioritize?*
- > *What experience do they look for candidates to have?*
- > *What can you bring to the table as a student athlete?*



STEP 3



Try matching these skills and provide supporting details to specific experiences.

Use the “Student Athlete Skill Grid” worksheet to write these skills and experiences out.

STEP 4

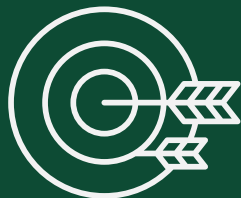


Articulate your skills and experiences in a clear, concise manner that can be incorporated into your résumé and cover letter.

Examples articulating skills in a bullet-point:

- *Demonstrated effective time management by dedicating over 30 hours/week to games, practicing, studying film, and traveling during the season on top of full academic schedule.*
- *Mentored first-year student athletes by assisting in their transition to life as a collegiate student athlete and providing guidance during practice and games.*

STEP 5



Lastly, practice articulating these experiences in your interview preparation.

Use your “Student Athlete Skill Grid” worksheet and your “S.T.A.R.T. Method” worksheet to write out these skills in a format that can be used when answering many behavioral interview questions.



Skill Grid

Use this grid to highlight the transferable skills you have gained from various experiences. Experiences can be from your time as a student athlete, internships, jobs, academic projects, other extracurricular activities, or any experience where you further developed a transferable skill.

Along the top of the list, write the experience that helped you develop a skill (e.g., *Team Captain*). Down the side of the list, write the transferable skill that you learned (e.g., *Communication*). In the body of the grid, briefly describe the situation that allowed you to learn this skill or best exemplifies the experience (e.g., *Ensured there was effective communication between coaching staff and fellow teammates as the primary liaison*).

On the second page, take examples that you highlighted in the grid and develop them into interview answers using the S.T.A.R.T. Method (Situation, Task, Action, Result, Takeaway). Stories that illustrate your skills are useful in behavioral interviews where the interviewer may ask questions like, “Give me an example of a time you worked in a team.” or “Tell me about an instance where you grew as a leader.”

	EXPERIENCE #1 <i>e.g., Team Captain</i>	EXPERIENCE #2	EXPERIENCE #3
TRANSFERABLE SKILL #1 <i>e.g., Communication</i>			
TRANSFERABLE SKILL #2			
TRANSFERABLE SKILL #3			

Loyola University: Transferable Skills



Use this page to write out your story using the S.T.A.R.T. Method. Examples for each part of the S.T.A.R.T. Method have been provided.

Situation: *Last season, our team was having a breakdown of team communication due to a personal conflict between teammates.*

Task: *As captain of the team, I have a responsibility to ensure effective communication across our team, so I had to step up to find a solution.*

Action: *I spoke with the individuals who were having the conflict and we agreed to set up time to see the campus mediator.*

Result: *After the mediation session, we agreed to have a full team meeting to discuss ways we could improve our team dynamic and communication.*

Takeaway: *This experience taught me that I can have tough conversations and that my calm nature and strong listening skills are key in helping me effectively work through tough situations.*
