

Looking good on Paper – Skills and Resumes

1. Define “Transferable Skills”. List the skills that would be regarded as transferable and explain why they are sometimes referred to as Generic Skills.
2. How are transferable skills developed? List a number of ways these skills can be developed.
3. What are the key components of a good, effective resume? Why is each component important?
4. In what ways can you develop your resume to ensure it is current and accurate?
5. Provide examples of ways to enhance your resume.