CAREER CENTER NEWSLETTER

The Career Center Telegrafenberg is launching a newsletter series to provide an overview of key job skills. The goal is identifying and further developing your key transferable skill set.

What is a skill?

It is an ability that is gained through experience or training. Regularly divided between:

- **Expert skills** are job-specific, measurable abilities often requiring certification or education.
- **Transferable skills**, which are non-technical, can be applied across various roles and industries.

Here are some tips for identifying your skills.

Why is it important to recognize your skills?

You will identify fitting opportunities, articulate your strengths to stand out to employers, and optimize your performance at work.

What does the job market say about skills?

- Job skills have changed over the years. Explore more about each sector, role, or country here.
- 2023 key skills are analytical and creative thinking.
- Most fast-growing roles are in technology.
- Recruiters are prioritizing skills over education.

EXAMPLES OF TRANSFERABLE JOB SKILLS	MAY INCLUDE
SELF-MANAGEMENT	Showing integrity, honesty, and responsibility
CRITICAL THINKING /PROBLEM SOLVING	Responding to context-based needs logically and analytically
VERBAL & WRITTEN COMMUNICATION	Sharing information and ideas clearly and effectively
LEADERSHIP	Guiding and influencing others to achieve goals
CREATIVITY	Fostering innovation through informed risk-taking
INCLUSIVE TEAMWORK	Forging collaborative relationships for common goals, prioritizing diversity
PROJECT MANAGEMENT	Setting targets, allocate resources, meet deadlines

Upcoming events

Do not miss our upcoming activities:

- Career Coffee Chat (CCC) on June 13th & 27th on Zoom.
- Doctoral Research Days on June 17th-18th at GFZ.
- Academic Career Talk (ACT) on-site July 9th: Academic CV Clinic.

Our services

Please make an appointment with the Career Center to:

- Tailor your CV for academic or non-academic applications.
- Improve your LinkedIn profile and networking skills.
- Identify your top skills and core values.
- Check our website for more services.