Finding My Transferable Skills

Your experience can still matter—even when your next job looks completely different.

Transferable skills are skills you can carry from one role or life experience into another. The setting may change, but the skill still has value.

How to use: Read the examples in Step 1 and check where you have built skills in Step 2. Then write your own examples in Steps 3–5.

STEP 1 Look beyond the job title

These examples show how everyday tasks turn into skills.

What I did	Skill behind it	How it can transfer
Managed family schedules	Organization / time management	*Scheduling, coordination, follow-up*
Handled customer questions	Communication / service	*Client support, front desk, sales*
Trained a new coworker	Teaching / leadership	*Onboarding, team lead, training*
Tracked orders or supplies	Attention to detail	*Inventory, admin, operations*
Solved problems during busy times	Problem solving / calm under pressure	*Service, healthcare, operations*

STEP 2 Where have you built skills?

Check every place where you have gained experience.

PAST WORK

- ☐ Customer service
- ☐ Scheduling
- ☐ Training
- ☐ Production or operations

LIFE & FAMILY

- ☐ Caregiving
- ☐ Planning
- ☐ Budgeting
- ☐ Advocating

COMMUNITY

- ☐ Volunteering
- ☐ Church or ministry
- ☐ Coaching
- ☐ Events

LEARNING

- ☐ School
- ☐ Certifications
- ☐ Online learning
- ☐ Self-taught skills

> **Remember:** Do not dismiss an experience just because it was unpaid or happened outside a traditional workplace. Ask yourself: *What did this experience require me to do well?*

Build Your Transfer Story

Connect what you have done before to what you want to do next.

STEP 3 Translate three experiences

Experience or task	Skill I used	Where this skill could help me next

STEP 4 My 3 strongest transferable skills

1. _____
2. _____
3. _____

STEP 5 Try saying it this way

> **Example:** "In my previous experience, I developed strong _____ skills by _____. I can use that skill in this role by _____."

My version

_____

_____

_____

NEXT STEP: Add one transferable skill to your résumé and prepare one example that shows how you have used it.

Up next: Resource 4 — My First Résumé. Already have a résumé? Go to Resource 5 — Résumé Refresh.

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