

# ACTIVITY: Identify Your Transferable Skills

Grab a piece of paper and something to write with or whatever works best for you to capture your thoughts.

The following activity is to help you recognize skills you have, and may not be aware of, that may be transferable to a variety of jobs and/or careers.

**STEP 1 – YOUR SHINING MOMENT:** Think about and write down one experience or “shining moment” you’ve had at a job, at school, in a volunteer or service experience, or in your life. Be sure to:

1. Describe the situation
2. Tell what you needed to solve, any expectations, any challenges
3. Describe the action you took and how you did it
4. Explain the result (outcome, accomplishments, rewards, impact)

**STEP 2 – YOUR TRANSFERABLE SKILLS:** Write down all the transferable skills associated with your story. See below for a few examples to consider but there may be other skills you may have used in your story and not shown in these examples. Please feel free to add your own.

**Communication:** Expression, transmission, and interpretation of knowledge and ideas.

E.g.,

- Speaking effectively
- Writing Concisely
- Persuading others
- Editing

**Interpersonal:** Ability to work well with others.

E.g.,

- Developing rapport
- Motivating others
- Cooperating
- Being sensitive to others

**Research and Planning:** Ability to conceptualize future needs, solutions to meet those needs and search for knowledge needed to complete a task.

E.g.,

- Forecasting and predicting
- Identifying problems
- Analyzing information
- Setting goals

**Work Survival:** Day-to-day skills that assist in promoting effective production and work satisfaction.

E.g.,

- Making and implementing decisions
- Cooperating
- Being punctual
- Attention to detail

**Creative Thinking:** Thinking critically/being flexible in thinking.

E.g.,

- Showing curiosity
- Being imaginative
- Thinking outside the box
- Making inferences

**Organization / Management / Leadership:** Ability to supervise, direct and guide individuals/groups to complete tasks and fulfill goals

E.g.,

- Coordinating/planning tasks
- Delegating responsibility
- Teaching
- Decision-making

**STEP 3 – PRIORITIZE YOUR FAVORITE SKILLS:** List your **top five to ten favorite skills** that you would most enjoy utilizing in your work (even if you need to further develop that skill).

Consider repeating this activity by creating up to five or six more stories, identifying the skills you used in those situations, and prioritizing those skills most important to you. This may help you focus your job search efforts on your most favorite or highest priority skills and strengths.