



TRANSFERABLE SKILLS

If you are changing careers or taking on a role that is new to you, you may need to show how your existing skills will work within a new job. Many positions require similar skill sets. While you may not have experience in a specific field, you can discuss how the work experience and skills you have can *transfer* to a new position. Don't forget you use and develop skills when you volunteer or do unpaid work - those skills can be included!

Have you:

- Participated in or led a project?
- Supervised, trained, or mentored other staff, students, volunteers?
- Presented information?
- Kept accurate and detailed records?
- Reached a goal?
- Managed money or property?
- Organized an event or developed a program?
- Researched and developed a report?
- Provided customer service or support?
- Generated creative ideas?

Highlight the transferable skills you have that best suit the job. Your goal is to show potential employers you have the skills they need!