



WHAT ARE MY TRANSFERABLE SKILLS?

Step 1: Identify Your Transferable Skills Think about your experiences in school, work, volunteering, and hobbies. List skills you have developed under each category:



Schoolwork & Projects: _____



Part-Time Jobs & Internships: _____



Volunteering & Clubs: _____



Hobbies & Personal Interests: _____

Step 2: Match Your Skills to Career Goals Review the list of **Top Transferable Skills Employers Want** from the flyer. Identify one skill that is relevant to your career goals and explain why.

Skill: _____

How I've Used It: _____

Why It's Important for My Career: _____

Step 3: Apply Your Skills Write a **resume bullet point** that highlights how you used this skill in a past experience using the **STAR Method (Situation, Task, Action, Result)** for **one of your transferable skills**.

Example: ““Designed a research project on the effectiveness of fertilizers on plant growth (situation/task), collected and analyzed data, and created a presentation to share findings (action) that promoted awareness of sustainable practices for community gardens (result).”

Situation: (Describe a challenge or task you faced)

Task: (What was your responsibility?)

Action: (What did you do? What steps did you take? What skills did you use?)

Result: (What was the outcome?)

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