

What are *Your* Transferable Skills?

This exercise is intended to get your mind working and your creative “juices” flowing. It is a wonderful way to PREPARE you for writing your resume and putting together an effective cover letter.

Take some time and jot down your own notes about your experience with any of the following items:

HOME

A family project

A family responsibility

A talent, interest, or hobby

Making and saving money

Helping someone

Volunteering

A major accomplishment

A major disappointment

A major mistake or failure

SCHOOL

A course or subject you liked

A part-time job

A school assignment or project
A training program

ANY MILITARY EXPERIENCE

A work assignment or project

Something you researched or studied

Something you taught

Something you solved or figured out

Something you created or designed

Something you organized or managed

Something you operated or controlled

Something you repaired or improved

Other skills: