



Transferable Skills in Context

How do they benefit you? How do they benefit employer?

Use this worksheet as a model to help you assess how using your transferable and motivated skills have brought success for you and for your company(ies). Identify how you have applied the skills that are the highest priorities for your current job targets.

- How have you added value in past jobs?
- How has that experience strengthened your skill set and confidence?
- How have you best used skills in ongoing responsibilities and in special projects?
- What skills can you add that are drawn from experience in community or school organizations, especially in leadership positions?
- Which examples of these skills will you use to match the skills needed for your current job target?

Accomplishments > Skills

List your Job Target(s):

List the Functional (Transferable) Skills generally needed for the target(s):

Complete the other categories in the table

Functional/ Transferable Skills Needed	Your Work Accomplishment That Demonstrates Success	Benefit To The Employer – What Was The Value?	How Did Your Success Add To Your Professional Strength?	Goal For Success With This Skill In Future Jobs?

Continue with additional skills from your list. Repeat this exercise with each accomplishment

Skills > Accomplishments

What additional accomplishments / work examples can you list that demonstrate?

Creative Problem Solving / Innovation	
Leadership	
Strong Teamwork	
Continue with your motivated skills: those skills you enjoy using AND feel most competent using	