

Transferable skills

In order to write a resume you first have to know what your (future job) specific and transferable skills are. Transferable skills are not specific to a job but can be used in many situations. For example, think about all of the things that can happen while you're cooking dinner.

- Phone rings
- Food preparation
- Family interruptions
- Door bell rings

Now think about what happens as A & D Counselor at your desk

- Phone Rings
- You are typing up a treatment plan, or copying information for group, etc...
- Staff interruptions
- Client interruptions

As you can see the tasks are similar but the environment is different. The transferable skill needed in both situations to be productive is **MULTI-TASKING**.

Assessing your skills:

To analyze your transferable skills do the exercise below.

Think about past jobs/volunteer work, education, activities and experiences then –

List on a separate paper your current/past skills or responsibilities.

1. What did I have to do daily, weekly, and monthly?
2. What was I responsible for?
3. Who did I supervise? Work with, or serve?
4. What did I produce?
5. What information was I in charge of?
6. Who relied on me? For what?
7. What decisions did I make?

Then match these skills to job descriptions. Notice that many are **TRANSFERABLE**.