## IDENTIFYING TRANSFERABLE SKILLS

## **How-To Guide**

**Step 1:** Reflect on your education, experience and past activities. Identify what skills you developed on the job or learned in school. List as many as you can below.

List Your Skills	List Your Skills —

<b>Step 2:</b> Out of all the skills you listed above, what are the ones that you are great at <b>AND</b> you enjoy the most. List your top skills below.	
(Note: just because you are good at something doesn't necessarily mean you enjoy it)	

**Step 3:** Finally, print out as many job descriptions for the job you are interested in pursuing. Highlight or check ✓the skills/qualifications that match what you currently have. Highlight or Xthe ones that you don't currently have or feel you would need to obtain. Make sure you review several descriptions for the same job title to get a full picture of what the job will entail.

This exercise will help bring clarity in knowing what skills you can transfer to a new job and what you may need to work on before you make a move.

Need more help or want to dig in deeper? Book a complimentary career plan consultation.



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