***Transferrable Skills Exercise***

Think about three (3) different jobs you have had in the past. If you do not have much formal experience, consider volunteer experiences, family business, or babysitting. Using the table below, list the skills needed for each experience you have listed.

**EXAMPLE**

|  |  |  |
| --- | --- | --- |
| ***Waitress*** | ***Camp Counsellor*** | ***Retail Cashier*** |
| Personable  Patience  Organization  Managing multiple priorities  Strong team work  Communication | Organized  Patience  Creative  Empathy  Communication  Responsible | Detail Oriented  Personable  Organization  Patience  Responsible  Dependable |

Review your lists and look for overlap or skills and abilities that transfer from one job to the next. You will likely find there is quite a few that transfer from one position to the next. Remember, not all of our skills come from paid work experience. We often obtain the skills needed to be successful at work from just living our lives. **EX**: if your parents asked you to take out the garbage, and you asked your younger sibling to do it instead – you have already learned ***delegation***.

Complete this exercise to review your transferrable skills.