

**TRANSFERABLE SKILLS IN CONTEXT:  
 HOW DO THEY BENEFIT YOU; HOW DO THEY BENEFIT EMPLOYERS?**

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), and to 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?
- What examples of these skills will you use to match the skills needed for your current job target?

**JOB TARGET(S):**

**LIST THE FUNCTIONAL (TRANSFERABLE) SKILLS GENERALLY NEEDED:**

FUNCTIONAL/ TRANSFERABLE SKILL NEEDED	YOUR WORK ACCOMPLISHMENT THAT DEMONSTRATES SUCCESS	HOW DID YOUR SUCCESS BENEFIT THE EMPLOYER – WHAT WAS THE VALUE?	HOW DID YOUR SUCCESS ADD TO YOUR PROFESSIONAL STRENGTH?	WHAT IS YOUR GOAL FOR SUCCESS WITH THIS SKILL IN FUTURE JOBS?

*Continue with additional skills from your list.*