



Participant Needs

My Transferrable Skills and Career Interests: A Worksheet for Participants

Purpose

We all have skills we have developed that can serve as assets in a workplace environment. This tool is intended to help identify some of your strengths and experiences that future employers should know about you. Identifying these strengths can be helpful when writing a resume, during jobs interviews, or in other conversations with potential employers.

Instructions

Read the questions below and record your answers in the spaces provided. As you think through these questions, consider your experiences both in your personal life (e.g. managing your household, volunteering, raising children, and more) and in any professional experiences you have that will help us highlight your unique skillset and what you can contribute to the workforce.

Section 1: Transferable Life Skills

Leadership/Management Skills. Can you describe times you have taken on a leadership role or managed a project, situation or opportunity? This may include things such as organizing family events, volunteering at school or a sports league, managing people at work or leading a committee at a school or in another setting, or leading a group project.

Who is this resource for?

This resource is for **program participants**. It can also be used by program staff to guide discussions with participants. This resource is likely more appropriate for programs providing longer-term services.

PROGRAM
STAFF

PROGRAM
STAFF

LONG-TERM
SERVICES

What did you like about these experiences?

What was hard about these experiences?

Problem Solving Skills. Can you describe times you have used problem-solving skills, such as identifying issues, trying to understand the causes, and thinking about solutions?

What did you like about these experiences?

What was hard about these experiences?



Creative Skills. Can you describe times you have been creative, such as thinking about something in a new way or using resources you have available to you in new or different ways? This may include things like creating a design, redesigning a process or form, or creating a new way to reach a specific goal?

What did you like about these experiences?

What was hard about these experiences?

Relationship Building Skills. Can you describe your experiences where you have gone above and beyond to develop relationships with your community, coworkers, schoolmates or friends? This may include things such as bringing people together for a community event, helping coordinate childcare, enhancing teamwork, fostering collaboration, or establishing connections with other parents and caregivers.



What did you like about these experiences?

What was hard about these experiences?

Organizational Skills. Can you describe times when organizing things has come naturally? This may include tasks such as maintaining order, making things more effective, and or making things more productive in professional or personal settings? Or establishing systems for prioritizing, categorizing, and storing information?

What did you like about these experiences?

What was hard about these experiences?



Decision-Making Skills. Can you describe times when you have had to use decision-making skills, such as weighing options, making informed choices to achieve desired outcomes, or thinking about what could go wrong or go well before taking action?

What did you like about these experiences?

What was hard about these experiences?

Collaborative Skills. Can you describe times when its been easy to bring people together to work toward a shared goal or activity? This may have included things such as through event planning, group projects, playing on sports teams, or through volunteering or other work experience?

What did you like about these experiences?



What was hard about these experiences?

Dependability. Can you describe times when others have needed to depend on you for specific outcomes? This may have included things such as following through on commitments, meeting deadlines, being responsive to emails or phone calls, and being on time?

What did you like about these experiences?

What was hard about these experiences?

Adaptability. Can you describe how adaptable you are to changing circumstances, such as showing resilience when dealing with a stressful situation, learning how to fit into a new environment, being willing to alter previously held beliefs and learn from others, and being flexible and open to change?



What did you like about these experiences?

What was hard about these experiences?

Time Management Skills. Can you describe times when its been important to prioritize tasks, set realistic deadlines, and allocate resources efficiently? This could include balancing parenting and working or meeting deadlines.

What did you like about these experiences?

What was hard about these experiences?



Section 2: Bringing It All Together

Based on what you wrote in Section 1, think about the following questions.

1. What are some of your top skills? Think about which questions were easiest for you to think of examples.
2. What skills were most challenging or left room for growth?
3. What are examples of things that you really like to do, from either your professional or personal experience?
4. Of the skills described in Question 3, which, if any, would you ideally want to be able to do in a professional setting?



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