

## PRACTICE: TAKE STOCK OF YOUR TRANSFERABLE SKILLS

This activity will help you to identify which skills and examples you can highlight on your resume and cover letter depending on what is listed in the job description.

1. Review the tables of transferable skills on page 6 and underline all the skills that you have.
2. On the same table, circle the 10 underlined skills you enjoy using the most.
3. Write your top 10 skills in the blanks below.
4. Below each preferred skill, briefly describe how you have used that skill in a job, class, internship, or other activity.

**1**

Preferred Skill: \_\_\_\_\_

Example of Using This Skill: \_\_\_\_\_

**2**

Preferred Skill: \_\_\_\_\_

Example of Using This Skill: \_\_\_\_\_

**3**

Preferred Skill: \_\_\_\_\_

Example of Using This Skill: \_\_\_\_\_

**4**

Preferred Skill: \_\_\_\_\_

Example of Using This Skill: \_\_\_\_\_

**5**

Preferred Skill: \_\_\_\_\_

Example of Using This Skill: \_\_\_\_\_

**6**

Preferred Skill: \_\_\_\_\_

Example of Using This Skill: \_\_\_\_\_

**7**

Preferred Skill: \_\_\_\_\_

Example of Using This Skill: \_\_\_\_\_

**8**

Preferred Skill: \_\_\_\_\_

Example of Using This Skill: \_\_\_\_\_

**9**

Preferred Skill: \_\_\_\_\_

Example of Using This Skill: \_\_\_\_\_

**10**

Preferred Skill: \_\_\_\_\_

Example of Using This Skill: \_\_\_\_\_