



Skill Expansion—Connect Skills to Activities

Transferable skills are frequently used in a variety of tasks and roles. In preparing for the job search, brainstorm the ways you have used your skills to perform tasks and achieve results. When developing your resume or selling points and accomplishments for an interview, use the table to help you prepare.

Preferred Skill Set	Activity 1	Activity 2	Activity 3	Activity 4
<i>Example: Organize</i>	<i>Volunteer fundraising planner for local animal shelter</i>	<i>Home owners association secretary</i>	<i>Planned quarterly all-hands meetings for global sales organization</i>	<i>College yearbook editor</i>

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