Transferable Skills Snapshot

Find up to three possible transferable skills and connect each one to evidence from your own experience.

Save a working copy. Open it in a PDF app that supports forms, fill it in, save, then reopen to check your answers. Use short phrases that fit the visible boxes; shorten an entry if a box is full.

Evidence card 1 of 3

Use this when you need words for experience that may matter in another role. Allow about 10-15 minutes for a first pass. Use one event per card and short notes. Think of paid work, projects, volunteering or care responsibilities.

Fictional example

Task: arrange a volunteer rota. Action: I collected availability and flagged gaps. Contribution: every shift had a named volunteer before the event. Possible skill: scheduling. Target: service coordination. Open question: can I use its scheduling software?

A task is what needed doing; a skill describes how you did it. Name your own action and an observable contribution before naming a possible skill. Keep the claim specific to this evidence.

Situation and task

What I personally did

Observed contribution or result

Possible skill this suggests

Possible target task or role

What I would need to check

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Evidence card 2 of 3

Try a different event. When did you explain something, organize a moving part, notice an error or help someone complete a task? Routine contributions count. Separate what the team achieved from the part you actually played.

Situation and task

What I personally did

Observed contribution or result

Possible skill this suggests

Possible target task or role

What I would need to check

Keep the transfer claim modest

A skill used in one setting may need different tools, knowledge or practice elsewhere. Coordinating care appointments can show scheduling in that setting; it does not automatically establish professional leadership or clinical expertise.

If the outcome is unclear, describe the contribution you can observe, such as a shared checklist or a resolved query. Do not add an impact or number you cannot support.

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Evidence card 3 of 3

If you are stuck, look at an old email, project note or review: what did someone rely on you to do? You may leave a card open. Write 'evidence to find' and name a specific record or memory to revisit instead of inventing a strength.

Situation and task

What I personally did

Observed contribution or result

Possible skill this suggests

Possible target task or role

What I would need to check

- [ ] Each claimed skill has an example of my own action.
- [ ] Target contexts are possibilities, with gaps left visible.

Next: one card to check against a real task

Name the card, a job description or other source, and when you will check it.

Compare the action on that card with one actual job task. Note what matches and what still needs evidence. If a card is open, use this step to find its evidence instead.

Choose the route that fits your situation

If these cards reveal useful experience, keep them as evidence to build on. To explore a new career direction, the related toolkit is The Next Move Decision System. To prepare experience for returning after a break, the related toolkit is The Return to Work Toolkit. If either route fits, look for that toolkit by name at www.directionbychoice.com.