

## Transferable Skills Exercise

**Instructions:** Choose one of your past experiences/positions/roles, and complete the table on the following page. In the Duties column, list several of the main duties or responsibilities you had in that experience/position/role. In the Skills Used column (per each Duty), list two or three of the most prevalent skills you used in order to perform that duty or to fulfill that responsibility. Then, rate each skill from 1 to 5 on how effectively you feel you used that skill using the Effectiveness Scale below. Finally, rate each skill from 1 to 5 on how much you enjoyed using that skill using the Enjoyment Scale below. An example is provided below.

**Effectiveness Scale:** 1 = Very Poor, 2 = Poor, 3 = Average, 4 = Effective, 5 = Highly Effective

**Enjoyment Scale:** 1 = Strongly Disliked, 2 = Disliked, 3 = Neutral, 4 = Enjoyed, 5 = Highly Enjoyed

**Example:**

Experience	Duties	Skills Used	Effectiveness (1-5)	Enjoyment (1-5)
Tech Center Supervisor	Ran staff meetings	Delegating	4	5
		Speaking	5	4
		Motivating	3	2
		Organizing	2	3
	Coordinated training events	Planning	3	2
		Organizing	3	3
		Negotiating	5	4

Experience	Duties	Skills Used	Effectiveness (1-5)	Enjoyment (1-5)

## My Job Targets

The first part of this handout helps you think about and identify your skills and values and determine what types of positions and industries interest you, so you can focus on an area to target your search. The second part helps you identify what you are looking for in an organization.

### Skills

1.

2.

3.

### Values

1.

2.

3.

	First Choice	Second Choice	Third Choice
<b>Position/ Occupation</b>			
<b>Industry/ Career field</b>			
<b>Geographic location</b>			

1. Would you rather work for a small or large organization?
2. What is your ideal work environment?
3. What do you value most in a supervisor?
4. What other organizational characteristics are important to you?

## My Job Search Plan

Strategies & Tasks	Time Frame (Start – End Date)
<b>Goal #1 – Solidify My Job Target</b>	
<b>Identify my top transferable skills.</b> Complete Handout 1: Transferable Skills Exercise.	
<b>Read about jobs of interest.</b> Review printed and online resources. List here:	
<b>Talk to contacts working in jobs and career fields of interest.</b> Conduct information interviews with my contacts. List here:	
<b>Establish my job target.</b> Complete Handout 2: My Job Target	
<b>Goal #2 – Produce My Self-Marketing Package</b>	
<b>Develop and produce all versions of my resume.</b> Develop and produce my general, all-inclusive resume. Develop and produce field-specific resumes.	
<b>Develop and produce all versions of my cover letter.</b> Develop and produce my general open-market cover letter. Develop and produce my hidden-market cover letter. Develop and produce field-specific cover letters.	
<b>Produce and obtain all references.</b> Develop my list of references. Obtain letters of recommendation from references.	

Strategies & Tasks	Time Frame (Start – End Date)
<b>Goal #3 – Search Open and Hidden Job Markets</b>	
<b>Find a Job – Open Job Market</b>	
<b>Apply to jobs found on online job boards.</b> Respond to online global/general job boards. List here:	
<b>Respond to online military-related job boards.</b> List here:	
<b>Respond to online local/regional job boards.</b> List here:	
<b>Apply to jobs found on company websites.</b> Respond to company websites. List here:	
<b>Participate in job fairs.</b>	
<b>Register with employment agencies.</b>	
<b>Find a Job – Hidden Job Market</b>	
<b>Engage in POWER information interviewing.</b> Complete Handout 5: POWERful Information Interview Questions.	
<b>Arrange and conduct information interviews.</b>	
<b>Discover and pursue jobs through targeted correspondence.</b> Send my resume and tailored cover letter.	
<b>Discover and pursue jobs through mass correspondence.</b> Send my resume and general cover letter.	

## Job Search Resources

The following websites provide job search resources:

- [America's Career Info Net](http://www.acinet.org) at [www.acinet.org](http://www.acinet.org)
- [Career One-Stop for Veterans](http://www.careeronestop.org/ReEmployment/Veterans) at [www.careeronestop.org/ReEmployment/Veterans](http://www.careeronestop.org/ReEmployment/Veterans)
- [Dictionary of Occupational Titles](http://www.occupationalinfo.org), U.S. Department of Labor at [www.occupationalinfo.org](http://www.occupationalinfo.org)
- [Hire a Hero](http://hireahero.careers.adicio.com/jobs/search) at <http://hireahero.careers.adicio.com/jobs/search>
- [LinkedIn](http://www.linkedin.com) at [www.linkedin.com](http://www.linkedin.com)
- [Military.com – Skills Translator](http://www.military.com/veteran-jobs/skills-translator) at [www.military.com/veteran-jobs/skills-translator](http://www.military.com/veteran-jobs/skills-translator)
- [Military-to-Civilian Salary Conversion](http://www.gijobs.com) at [www.gijobs.com](http://www.gijobs.com)
- [My Next Move for Veterans](http://www.mynextmove.org/vets) at [www.mynextmove.org/vets](http://www.mynextmove.org/vets)
- [Occupational Outlook Handbook](http://www.bls.gov/ooh/occupation-finder.htm) at [www.bls.gov/ooh/occupation-finder.htm](http://www.bls.gov/ooh/occupation-finder.htm)
- [O\\*NET Crosswalk](http://www.onetonline.org/crosswalk) at [www.onetonline.org/crosswalk](http://www.onetonline.org/crosswalk)
- [O\\*NET Occupational database](http://www.onetonline.org/find), U.S. Department of Labor at [www.onetonline.org/find](http://www.onetonline.org/find)
- [POWERful Interview Questions](http://www.yellowribbon.mil/yrrp/handouts.html) at [www.yellowribbon.mil/yrrp/handouts.html](http://www.yellowribbon.mil/yrrp/handouts.html)
- [Recruit Military](http://recruitmilitary.com/veteran-friendly-organizations) at <http://recruitmilitary.com/veteran-friendly-organizations>
- [USA Jobs for Veterans](http://www.usajobs.gov/Veterans) at [www.usajobs.gov/Veterans](http://www.usajobs.gov/Veterans)
- [Veterans Career Transition Program](https://ivmf.syracuse.edu/veteran-and-family-resources/career-training/onward-to-opportunity-vctp/) at <https://ivmf.syracuse.edu/veteran-and-family-resources/career-training/onward-to-opportunity-vctp/>

## POWERful Information Interview Questions

The following list of questions should be asked during information interviews. This list follows the POWER method that features an effective progression of questions. There is some strategy associated with conducting information interviews and networking. Do not begin an interview by asking about internships or jobs a prospective employer may have for you. One of the main goals of information interviewing is to build strong relationships with networking contacts in your career field. A great way to ensure building strong relationships is to follow the POWER method of information interviewing. Establish a solid list of questions using the progression that follows:

- P**     **Person** you are interviewing
- O**     **Organization** of your contact
- W**     **Work Field** of contact
- E**     **Explore Opportunities** with his or her company or within the field
- R**     **Referrals** to other contacts and organizations

Within the POWER method, first ask questions about the person, his or her organization, and the work field prior to exploring job or internship opportunities and requesting referrals.

### Questions about the PERSON

- What is your position title? Are there other titles for similar jobs?
- What are your day-to-day duties and responsibilities?
- How did you get the position you currently have? Describe your career path.
- Describe a typical work week. How many hours do you work each week?
- Is there travel associated with your job? How much?
- What do you like and dislike most about your job?
- Is there flexibility regarding the hours you work and where you work?
- What are your biggest challenges in this job?
- Which departments or people do you work most closely with?
- How do you see the results of your job?
- Who do you report to?
- Who do you supervise?
- What is your management style?
- In what professional organizations are you active?
- Given your experience and education, what other careers could you pursue?
- What are your long-term career goals?
- What personal characteristics and skills are most essential to perform this job well?



## Questions about the ORGANIZATION

- Describe the culture of the organization.
- What is your company's mission?
- What is your company's vision for the future?
- What are the big projects your company is currently working on?
- What is the company's philosophy regarding customer service?
- What is the company's philosophy regarding diversity?
- Do most of the employees buy into these philosophies and live out these philosophies daily?
- Who are your competitors?
- How do you differ from your competitors?
- How much flexibility do you have in terms of dress, travel requirements, vacation schedule, place of residence, etc.?
- Does your company/organization offer training programs or internships?

## Questions about the WORK FIELD

- How did you originally get into this field?
- What is the employment outlook for this type of work - now and in the future?
- What are the opportunities for advancement or job mobility?
- What is an average time frame for an employee to advance from position to position in this field?
- Do you have to change companies to progress in this field?
- What is the typical beginning salary range? What is the range in five years?
- What are some of the major trends or issues in the field today?
- What are the major challenges in the industry?
- Which organizations are considered to be the best in the field?
- Has there been much downsizing in your field?
- What kind of work schedule does this career require?

## Questions about EXPLORING OPPORTUNITIES

- Is my background well suited for this type of work?
- As you review my resume, what tips would you provide?
- What credentials, degrees, licenses, experience, or training are required for entry into this field?
- What educational preparation do you feel would be best?
- What kinds of college experiences are valued most?
- How does your company notify the public of openings?
- What general advice would you give me regarding pursuing opportunities with your organization and others in the field?

## Questions about getting REFERRALS

- What trade or professional associations should I contact? Would I be eligible to become a member?
- This has been a great experience for me. I would like to meet with other people in the field to receive additional perspectives. Do you have a colleague in the field who may be willing to talk with me?
- Whom else would you recommend I contact for more information about this career?