

Exercise:

# Transferable Skills

From *Job Search Reimagined* · Facilitated by the PATH™ Framework

Work through these questions in order. They're designed to move you from reflecting on what you've done, toward understanding what that means for where you can go. Use the synthesis section on page 2 to identify patterns.

**PATH™ tip:** These questions live in the **Present** and **Assess** phases — the foundation before you can Transition or Harness what you bring.

## PHASE 1 Look Back — Where You've Been

<p><b>1</b> Describe your last job, company, and industry.</p> <p>→ <i>What sectors share similar problems or customers?</i></p> <hr/> <hr/> <hr/>	<p><b>2</b> What were your core responsibilities?</p> <p>→ <i>Which of these tasks show up in job descriptions outside your field?</i></p> <hr/> <hr/> <hr/>
<p><b>3</b> What special skills did this role require?</p> <p>→ <i>Which are technical? Which are human? Which travel well?</i></p> <hr/> <hr/> <hr/>	<p><b>4</b> What did you enjoy most about the work?</p> <p>→ <i>Energy is a signal — where it flows, talent often follows.</i></p> <hr/> <hr/> <hr/>
<p><b>5</b> What did you enjoy least?</p> <p>→ <i>What skills would you prefer NOT to lead with going forward?</i></p> <hr/> <hr/> <hr/>	<p><b>6</b> What would you change about the role if you could?</p> <p>→ <i>What does that tell you about the environment where you do your best work?</i></p> <hr/> <hr/> <hr/>

PHASE 2

**Look Forward — Where You're Headed**

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**Are you seeking a similar, more advanced, or totally different position?**

→ *Be honest — your answer shapes which skills to emphasize.*

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**What titles or roles would your experience naturally lead to?**

→ *Now ask: what adjacent roles might value the same skills?*

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PHASE 3

**Look Outward — Your Broader Value**

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**Who did you report to, and who reported to you?**

→ *What does your position in the org reveal about your level of influence?*

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**What other industries or companies did you regularly interact with?**

→ *Could those organizations benefit from what you know?*

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**What certifications, degrees, or credentials do you hold?**

→ *Which translate across fields? Which need reframing for a new audience?*

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PHASE 4

## Assess Gaps — What to Address

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**What skills or accomplishments do you feel you may be lacking?**

→ *Now flip it: how would you close that gap — training, portfolio, framing?*

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**What feedback have you received most consistently throughout your career?**

→ *Both praise and criticism reveal patterns — what do others see in you that you might overlook?*

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**Where have you felt out of your depth, and what did you do about it?**

→ *How you respond to gaps says as much about you as the gap itself.*

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**What would you need to learn or do to be fully confident in your next role?**

→ *This becomes your development plan — and a story of intentionality for interviews.*

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**What has held you back from pursuing certain roles or opportunities?**

→ *Is it a real gap or a perceived one? Often the barrier is framing, not capability.*

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Synthesis:

# What Did You Discover?

Use this page to pull the signal from your answers. Patterns here become your positioning.

**Step 1 — Circle every skill that came up in your answers above.** If you kept returning to it, circle it twice.

Leadership	Communication	Problem-solving	Stakeholder management
Project management	Strategic thinking	Data analysis	Facilitation
Coaching & mentoring	Change management	Content creation	Budget oversight
Systems thinking	Community building	Process improvement	Relationship building
Research & synthesis	Training & development	Cross-functional collaboration	Sales & persuasion

Other skills that came up:

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**Step 2 — Name your top 5 transferable skills and anchor each one to a real example.**

Transferable Skill	Evidence (specific example from your experience)

**Language tip:** Translate industry-specific language into universal terms. *'Managed donor stewardship'* becomes *'client retention and relationship management.'* *'Led volunteer recruitment'* becomes *'talent acquisition and community engagement.'* Use the language of the role you want, not the role you had.

**Step 3 — Write your transferable skills story.** In 2–3 sentences, describe what you bring, who needs it, and why it travels.

**Step 4 — What roles or industries does this open up?**

**Roles to explore**

**Industries to consider**

**People to talk to**