

# HIGHLIGHTING SKILLS

Highlighting Transferable Skills from Everyday Experiences



## No job? No problem!

Even if you haven't had a formal job, you've gained **valuable experience** through school, extracurriculars, family responsibilities, and personal projects. Employers care about your skills, not just your job titles!

## ACADEMIC PROJECTS & COURSEWORK

- Group presentations = Communication, Teamwork
- Research papers = Critical Thinking, Time Management
- Class leadership roles = Leadership, Collaboration

### Resume Example:

Team Lead, Group Research Project

- Led a team of 4 to research and present on environmental policy; delegated tasks, created visual aids, and presented findings to class of 30.

## CLUBS & CAMPUS INVOLVEMENT

- Event planning = Organization, Project Management
- Leading a Bible study = Leadership, Public Speaking
- Club membership = Teamwork, Responsibility

### Resume Example:

Member, Hispanic Student Association

- Collaborated with peers to organize cultural events and promote inclusion across campus.

## FAMILY & LIFE RESPONSIBILITIES

- Caring for siblings or elders = Responsibility, Problem-Solving
- Budgeting or grocery shopping = Financial Awareness, Decision-Making

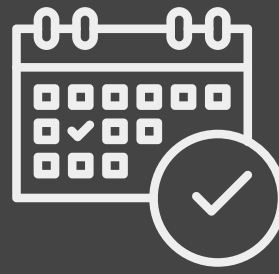
### Resume Example:

Family Support Role

- Managed weekly schedules, meals, and transportation for two younger siblings while maintaining full-time coursework.

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Experiences



Need help  
translating your  
experience to a  
resume?  
Visit the Career  
Studio!

## PERSONAL PROJECTS OR VOLUNTEERING

- Freelance art or music = Creativity, Self-Discipline
- Tutoring a friend = Communication, Instructional Skills
- Church volunteering = Service Orientation, Teamwork

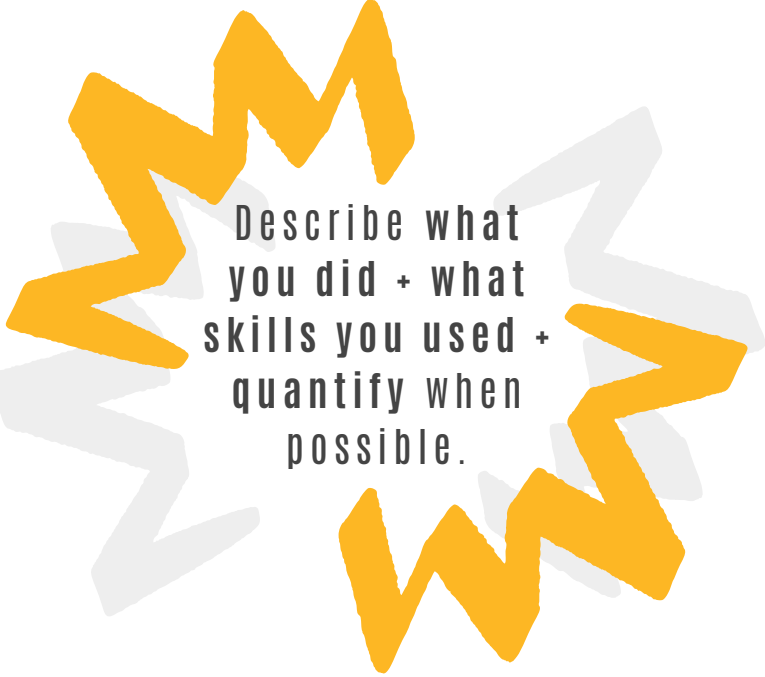
### Resume Example:

Volunteer, Local Church Youth Program

- Mentored 6 middle school students weekly; planned and facilitated educational activities.

## TOP TRANSFERABLE SKILLS

- Responsibility
- Communication
- Time Management
- Problem-Solving
- Organization
- Teamwork
- Creativity
- Leadership



Describe what  
you did + what  
skills you used +  
quantify when  
possible.