

# Resume Tune-Up: Transferable Skills Organizer

Job

## 1. Daily Tasks

Write down what you did daily at your job.

## 3. Skills Used for Tasks

For everything you have written down in Box 1 and Box 2, think about what skills you needed to use to complete those tasks. What skills made you good at doing all those different parts of your job? Write those skills in this box.

## 2. Sometimes Tasks

Write down any tasks or projects you had to do sometimes, but maybe not every day.

