**Transferable skills: Your skills profile**

Finding evidence of your transferrable skills from everyday experiences can be much easier than you think. This guide should walk you through a process to identify your own transferable skills. We have provided some examples. These may give you some good ideas. **This is all about you: we are all unique and have our own set of skills and experiences**.

**Task 1: Build your own skills profile**

This is about telling your story. Remember to include any of that following that apply to you:

* any paid work you do
* any volunteering at school or in your community
* any sports groups, societies, clubs or teams you belong to
* family commitments and any other ways you help and support others
* extracurricular activities

**Task 2: The skills needed for your job or course**

Do your research and then list the skills you need here.

**Task 3: Picking out the required skills**

Read the skills information and underline each of the skills. Then make a list of all of the skills you need to be able to demonstrate for that job or course.

**Task 4: Matching**

Now you just need to match your skills from your personal profile to those required for the job or course.

**Job done! Congratulations. You are ready to apply for your job, course or programme.**

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