



# BUILD RELEVANT EXPERIENCE IN ANY JOB

**Whether you're already in a full-time job in your intended career field—or you're making ends meet in a seemingly unrelated role—any job can provide resume-worthy skills and experience.**

For some students who are working during their education, it can be challenging or even impossible to do a traditional internship. When this is your reality, keep in mind that almost any job can provide you with skills and responsibilities that strengthen your resume and professional capabilities. It starts with identifying the skills you would like to acquire and then seeking opportunities to practice those skills within your current job.



## *Why are transferable skills important?*

Transferable skills are skills that you acquire in a particular experience (class project, job, volunteer role, etc.) that can “transfer” to a different role. These include skills like communication, critical thinking, multi-tasking, teamwork and others.

***See our transferable skills handout for more detail.***

### **FOR EXAMPLE...**

If you have worked in retail sales, you likely have transferable skills in customer service, merchandising and teamwork! These skills stay with you as you transition into new and different roles. It's your responsibility to inventory your transferable skills and make sure you highlight or provide evidence of the relevant ones in any job or internship application.

# How do you build new skills in a current role?

Many employers are open-minded about staff taking on new skill-based projects, shadowing another team within the organization, or providing assistance with tasks outside of their current role's function.

Building new skills in an existing role can be a time-efficient way to get relevant experience. Plus, it builds your brand at work!

## FOR EXAMPLE...

A part-time office assistant who is responsible for helping connect volunteers to service opportunities at a nonprofit (hello, volunteer management skills!) might also take on an event planning function or social media management function related to a fundraising event!

## Here are some examples of the kinds of projects you might consider proposing to an employer:

### *Sales Associate*

Ask for opportunity to take on visual merchandising **or** contribute to the store's social media presence.

### *Food Service*

Offer to help your manager with scheduling shifts or training new staff.

### *Office Assistant*

Suggest a customer-focused user experience audit of your office **or** offer to research a specific customer challenge.

### *Nanny*

Create and execute a lesson plan focused on a developmentally appropriate topic and design activities that help the child practice a skill or learn a subject.

### *Volunteer*

Ask your manager for the opportunity to assist with a fundraising or community event so you can build skills in scheduling and project management.

### *Tutor*

Propose alternative ways to reach students—like pop-up tutoring, and build a marketing campaign for these new services.