

# What Can I Say? Activities!

**Transferrable** skills are **talents, abilities, and knowledge** you learn by **experiences, hobbies, sports, or school** that are needed by workers in all jobs. Managers look to hire job seekers who have transferable skills such as: teamwork, time management, responsibility, communication, human relations (empathy and tact), and leadership. Co-curricular (during school day) and extracurricular (outside school day) activities teach you transferrable skills. **When you join groups, clubs, sports, and work as classroom aide, you learn to:** 1) work as a team member; 2) control — manage — your time to do what needs done; 3) act responsible towards others; 4) exercise listen and talk (communication) skills; 5) practice empathy (understand how another feels); 6) practice tact (say and do the right thing); and 7) practice leadership skills when you take charge of a task. On a resume, include activities that show you have transferrable skills.

## Here are some EXAMPLES of what you can say:

Careerville High School Band, 3 years  
Junior Class Officer for the Spanish Club, 2018  
Volunteer for Careerville Animal Shelter, 2017 to present  
Completed Pilot's Ground School, June 2018  
Pool Lifeguard, Careerville YMCA, Summer 2018  
Secretary of FBLA (Future Business Leaders of America), 2018  
Switchboard Operator Assistant, Valley High School, 2017-2018  
Careerville Little League Coach Assistant for 2 years  
ASB (Associated Student Body) Rally Committee Officer, 2017-2018  
Rebuilt 1985 Ford truck engine  
Perfect Attendance Award, Valley High School  
Computer Tech Assistant, Valley High School, 2017-2018  
Camp Counselor, Careerville Recreation Department, Summer 2018  
Second Place Photography Award, Careerville County Fair, 2018  
Tutor for Third Grade Students, Careerville Elementary School, 2017-2018  
Explorer for Careerville Fire Department, May 2018 to present  
Volunteer Karate Instructor for students ages 7 to 12, 2017 to present  
Careerville High School Football Team, 3 years  
Careerville High School Website Technician, 2018  
Careerville Tennis Team, 2017 to 2018. Captain of the Tennis Team, 2018



## QUICK CHECK:

1. Define transferrable skills and how you learn.
2. Define: a) Co-curricular. b) Extracurricular.
3. List 7 things you learn when you join groups, clubs, and sports,
4. Define: a) Empathy. b) Tact.
5. If you were a manager of a restaurant, which 3 out of the 7 transferrable skills do you think are the most important for your workers?  
b) Give a reason for your answer.
6. Write down one example of a group, club, sport, or other school activity that teaches you:  
a) teamwork skills. b) manage your time skills.  
c) responsibility skills. d) listen and talk skills.  
e) empathy skills. f) leadership skills.
7. List 2 or 3 groups, clubs, sports, or activities that you may use on your resume to show managers that you have transferrable skills.
8. From EXAMPLES, write down 2 that a manager of a retail store would like to see on a resume.