

Insert Career  
Center Logo  
Here

## TRANSFERRING SKILLS WORKSHEET

| Former Job Title/Role    | Skills Used to Perform Job                                    | Desired Job Title(s)           | New/Updated Skills Needed   | Next Steps |
|--------------------------|---|--------------------------------|---|------------|
| Administrative Assistant | Operate PC Computer<br>Enter Data<br>Word Process<br>45wpm    | Executive Secretary            | 65wpm keyboard speed<br>2010 Microsoft Office<br>Support Executives |            |
| School Bus Driver        | Greet People<br>Operate School Bus<br>Ensure Passenger Safety | Hostess,<br>Gourmet Restaurant | Disseminate Menu<br>Information                                     |            |
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