Translating Food/Retail Experience On Your Resume



What Are Transferable Skills?



What Are Transferable Skills?

Abilities & competencies that can be applied across different roles, industries, and contexts.

*Can be both technical skills & people skills

Why Do Transferable Skills Matter?

- Enhances versatility, which allows you to adapt to many different situations.
- Allows seamless transition between jobs and helps in career advancement.
- Makes you a strong and desirable candidate, increases employability, career growth, and personal development!

Identifying Transferable Skills For Service & Retail Experience



Common Service/Retail Jobs

- Barista
- Server
- Retail sales
 - associate
- Merchandising
 service specialist

- Cleaning &
 - Maintenace
- Stocker
- Delivery driver
- Cashier

Skills That Are Commonly Demonstrated Jobs

- Customer service
- Time management
- Organization
- Problem-solving
- Attention to detail
- Initiative

- Communication
- Leadership
- Relationship building
- Teamwork
- Computer/Technology knowledge

Creating a Strong Bullet Point

Action Verb + Skills Used + Results/Value Added

Fostered a collaborative work environment by effectively communicating and coordinating with team members.

Maintained cleanliness & <u>organization</u> throughout the shop, <u>ensuring proper setup and breakdown of prep areas.</u>

Examples of Quantifying Your Accomplishments:

- The number of customers handled daily
- Average sales you generated
- Number of trainees or team members you led
- Tables turned per shift
- Number of error-free transactions per shift
- 100 % compliance to health and safety standards

Examples of Quantifying Your Accomplishments:

- Did you supervise people? How many? Did you evaluate them?
 - How often?
- Did you administer a budget? How large? Include if you gured out a way to save money, reduced the number of man-hours required to complete a specic task, or increased eciency.
- Did you oversee facilities or equipment? How much was it worth?
- Did you manage logistics, approve things, or move things? How much? How often? Success rate?

Translating Your Service/Retail Experience

Past work experience working at a Coffee Shop

- Answered questions from customers
- Assisted with staff scheduling
- Assisted with ordering coffee supplies

Applying to a front desk position in Housing & Dining Services

- Addressed client questions by providing clear information and referrals to our website
- Created monthly staff schedules using Microsoft Word and Outlook
- Assisted management with administrative tasks related to inventory control and stock ordering

Helpful Ways To Translate Service/Retail Experience

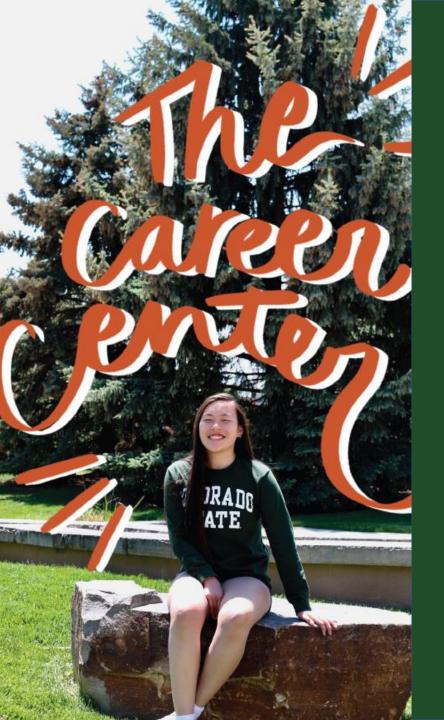
- Create strong accomplishment statements (aka your bullet points)
- Have someone look over your resume
- Review the job description

Identifying Your Transferable Skills -Practice Time!



Identifying Your Transferable Skills

- **Step 1:** Reflect on past experiences and roles
- Step 2: Identify skills developed in
- service/retail jobs
- **Step 3:** Create your bullet point/
- accomplishment statement



Visit The Career Center!

Fall 2023 Drop-In Hours:

Tuesday—Friday

11am—**3pm**

Workshops - Every Monday 11am and 3pm

In-Person & Virtual!



Thank You!

Questions?

