

# Translating Food/Retail Experience On Your Resume

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# *What Are Transferable Skills?*

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# 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 &  
Maintenance
- 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 & organization throughout the shop, ensuring proper setup and breakdown of prep areas.





# 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 figured out a way to save money, reduced the number of man-hours required to complete a specific task, or increased efficiency.
- 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!*



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# Thank You!

## Questions?

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