Unlock Your Hidden Talents
AI-Powered Transferable Skills Cheat Sheet

👉**Purpose:** Use this cheat sheet to uncover and showcase your transferable skills with AI. By combining your resume, accomplishments, and job descriptions, you can identify strengths that cross industries, match them to roles and functions that fit you, and spot any skill gaps to grow. These prompts help you reframe your experience, craft stronger resumes and cover letters, and confidently target new opportunities.

👉**Getting Started:** Before getting started with ChatGPT, you need:

1. Your updated resume
2. Your accomplishment statement sheet
3. A job description.
4. Go to www.chat.com and create a free account to save and share chats.

🔎 Step 1: Discovering Your Transferable Skills

Prompt 1 - From Resume

Goal: Find transferable skills directly from your resume.

Prompt to paste:

"Here's my resume. What transferable skills does it highlight that could apply to roles outside my current industry?"

Instructions:

1. Paste your resume after this prompt.

2. Ask ChatGPT to list only the skills that could be used in other industries or job types.

Prompt 2 - From Accomplishment Statement Sheet

Goal: Identify skills from your past achievements.

Prompt to paste:

"These are my key accomplishment statements. What skills do they demonstrate, and which of those are transferable across industries?"

Instructions:

1. Paste your accomplishment statement sheet after this prompt.

2. Ask ChatGPT to connect each accomplishment to specific transferable skills.

Prompt 3 - Both Together

Goal: Combine all skills for a stronger overview.

Prompt to paste:

"Using both my resume and my accomplishment sheet, what are my strongest transferable skills?"

Instructions:

1. Paste your resume first, then your accomplishment sheet.

2. Ask ChatGPT to remove duplicates and rank skills by strength or frequency.

🎯 Step 2: Explore Where Your Skills Fit

Prompt 4 - Match to Roles

Goal: Discover job titles that fit your skill set.

Prompt to paste:

"Based on the transferable skills you've identified from my resume and accomplishments, what types of roles or job titles could be a good fit?"

Instructions:

1. Paste your list of transferable skills after this prompt.

2. Ask ChatGPT to provide at least 10 job titles, including a mix of entry, mid, and advanced roles.

Prompt 5 - Match to Industries

Goal: Find industries that value your skills.

Prompt to paste:

"With these transferable skills, which industries or fields might value my background, even if they're different from my current one?"

Instructions:

1. Paste your list of transferable skills after this prompt.

2. Ask ChatGPT to give at least 5 industry suggestions and examples of common roles in each.

Prompt 6 - Match to Job Functions

Goal: Identify core job functions your skills fit into.

Prompt to paste:

"What job functions (like operations, project coordination, training, etc.) align well with my transferable skills?"

Instructions:

1. Paste your list of transferable skills after this prompt.

2. Ask ChatGPT to group skills into functional categories.

📄 Step 3: Job Description & Skill Alignment Prompts

Job Description Match

Goal: Find which of your transferable skills matches the role.

Prompt to paste:

"Here's a job I want to apply for. Which transferable skills from my resume and accomplishments align best

with what this job requires?"

Instructions:

1. Paste the job description first.

2. Paste your resume and accomplishment sheet after it.

3. Ask ChatGPT to highlight only the skills that are relevant to the role.

Skill Framing Prompt

Goal: Learn how to present your experience in a way that fits a new field.

Prompt to paste:

"How can I reframe my past experiences from [your current/previous field] to show they're relevant to this [new industry/role]?"

Instructions:

1. Replace the bracketed text with your current or past field and the new target industry/role.

2. Include specific examples from your resume or accomplishment sheet.

3. Ask ChatGPT to provide resume-ready language or interview talking points.

Skill Gaps

<u>Goal:</u> See where you may need to grow or emphasize skills.

<u>Prompt to paste:</u>

"Based on the job description, what skills do I already have, and which might I need to strengthen or highlight better?"

<u>Instructions:</u>

1. Paste the job description first.

2. Paste your resume and accomplishment sheet after it.

3. Ask ChatGPT to split the answer into 'Already Have' and 'Need to Develop'.

💡 Tips for Best Results

- Use a recent, detailed resume and specific accomplishment statements.
- Try prompts more than once. Reword, or add details for deeper insights.
- Save ChatGPT's answers to help customize resumes, cover letters, and interviews.

🔐 A.I. Privacy Best Practices

- **DON'T** provide personally identifiable information (PII), sensitive data, proprietary information, or anything you wouldn't want to be shared publicly.
- **DON'T** provide anyone else's personal information, such as your personal or professional references.
- **DON'T** upload files to be analyzed or improved, as they may contain metadata with personal information. Instead, copy and paste just the content that is necessary to form your prompts.