REBUILD NIA

YOUR EXPERIENCE IS THE ASSET.

YOUR NEXT MOVE

Career Map

TRANSFERABLE SKILLS | CAREER EXPLORATION

FREE STARTER GUIDE

2026 REVIEW EDITION | EDUCATIONAL RESOURCE

CAREER REINVENTION + SYSTEMS NAVIGATION

YOUR NEXT MOVE
Career Map

A structured way to identify transferable strengths and explore a new direction.

FREE STARTER GUIDE | 2026 REVIEW EDITION

WHY THIS MATTERS

Years of experience often contain more transferable skills than a job title shows. This guide helps turn past responsibilities into an evidence-based skills inventory and a manageable research plan.

INSIDE THIS GUIDE

01 A four-step transferable-skills and pathway framework.

02 A practical career exploration worksheet.

03 An example translation from past work to a future possibility.

YOUR FIRST MOVE

List three tasks you have handled repeatedly and describe what changed because you handled them well.

THE REBUILD METHOD IN ACTION

The practical starting path

This is a self-discovery map, not a job-matching verdict. Compare occupational descriptions and requirements from reliable sources before making commitments.

1

Research what you already do well

List responsibilities and the tools, communication habits, decisions, coordination and technical know-how used to perform them.

TRY IT: Write three tasks with real examples.

2

Extract evidence, not just titles

Turn “I was an administrator” into an observable capability, such as tracking deadlines or explaining policies to people.

TRY IT: Complete: “I did ___ by ___ so that ___.”

3

Blueprint two possible directions

Use CareerOneStop tools to explore adjacent roles, training and work settings. Note requirements you already meet and items to investigate.

TRY IT: Compare two occupations or possible freelance services.

4

Choose a small next experiment

Research a job description, have an informational conversation, or create a skills sample. Review evidence before deciding on a costly course.

TRY IT: Pick one 30-minute action for the next seven days.

This is a research and organization exercise - not an eligibility or results determination.

WRITE IT DOWN

Your working worksheet

Use this worksheet to inventory strengths and discover questions to research next, rather than declaring a final new career.

01 Which three skills do people consistently rely on me for?

02 What is a real example that demonstrates each skill?

03 Which two roles or services might use these same capabilities?

04 What are the published requirements I need to research?

05 What one low-cost exploration step can I try this week?

A TRANSFERABLE SKILL IS NOT A JOB OFFER

Verify training, licensing, credential requirements, and job-market information with official and reputable sources. Avoid guaranteed-income claims.

PUT IT TO WORK

Example + your next move

This example illustrates the skill translation process using ordinary administrative work.

ILLUSTRATIVE EXAMPLE

Example: administrative coordination

A professional who schedules meetings, tracks cases, and coordinates multiple deadlines identifies three transferable capabilities: workflow organization, stakeholder communication, and documentation. They compare published job descriptions for program support and operations coordination, then identify any additional training requirements to investigate.

ONE-WEEK ACTION MAP

DAY 1	List five recurring responsibilities from recent roles.
DAY 2	Write one strong evidence example for each.
DAY 3	Group examples into three transferable skills.
DAY 4	Explore two occupations with CareerOneStop tools.
DAY 5	Compare requirements and work preferences.
DAY 6	Speak with one knowledgeable person or review a webinar.
DAY 7	Choose one small learning or application experiment.

OFFICIAL STARTING POINTS

CareerOneStop Skills Matcher - https://www.careeronestop.org/toolkit/Skills/skills-matcher.aspx

General career education only. No placement, employment, certification, or income outcomes are promised.