



 HUNDRED  
LIFE DESIGN

**RECYCLING**  
**YOURSELF CHECKLIST**





## RECYCLING YOURSELF CHECKLIST

You're finally ready to jump into a new job, or even a completely different career—but you're not completely sure how to present your resume. After all, what can you do with what you've got? Often, our current skills, education, and experience are much more transferrable and relevant to other applications than we initially think. It's just a matter of learning to recycle ourselves, to work with what we have, and to be strategic about our presentation. Here are a few steps to help you identify your own transferable qualities, no matter where you're headed next.

## LIST OFF YOUR EDUCATION

Think about all the schooling you've done, from university onward. Make sure to mention your highest levels of traditional education, but don't forget to be strategic about other schooling, like trade schools, training, and certifications—if you've learned from it, it counts! You should also include any technical education you've undergone (or acquired on your own), as it's always relevant to show that you're up-to-date with the newest programs and innovations in your field.



## LIST ALL OF YOUR WORK EXPERIENCE

The experiences that carried you through your day-to-day at work are the same ones to show off when deciding how to recycle yourself. Here are a few questions to get you thinking:

- **WHAT SUCCESSES DID YOU SEE IN PREVIOUS ROLES?** How did you implement change and reach these successes?
- **WHAT KIND OF PROBLEM SOLVING DID YOU HAVE TO DO?**
- **HOW DID YOU OVERCOME CHALLENGES?**
- **WERE YOU WORKING AS PART OF A TEAM?**  
If so, how did you take a leadership role to help and motivate others (whether or not you were a leader by title)?
- **WHAT KIND OF MULTITASKING DID YOU NEED TO DO?**  
Be sure to consider anything that shows skills like organization, prioritization, or time management, as these are heavily in-demand in the modern workforce.
- **WHICH OF YOUR RESPONSIBILITIES COULD APPLY MORE GENERALLY TO MANY DIFFERENT TYPES OF JOBS.**  
A few examples: conducting research, writing speeches and presentations, public speaking, mentoring teammates, representing a brand, managing people, teaching and training others.



## WHAT WERE YOUR FAVORITE OR MOST INTERESTING ASPECTS OF YOUR PREVIOUS JOBS / EDUCATION?

Focus mostly on aspects you're personally interested in. Don't forget about volunteering, unpaid internships, community or charity work. A few questions to help you start thinking:

- **WHAT DO YOU LOVE TO DO?**  
What are you truly passionate about?
- **WHAT DID YOUR MANAGER OR COWORKERS PRAISE YOU FOR?**  
(Especially good if you have any performance reviews or showcases of past work to back up this answer)
- **WHAT PARTS OF YOUR JOB, IF ANY, WOULD YOU ENJOY DOING AS A HOBBY OR AS UNPAID WORK?**



## WHAT COMMON CONNECTIONS DO YOU SEE AMONG ALL THAT YOU'VE DONE SO FAR?

This is where you put it all together. Once you've considered all of the questions above, it should become much easier to see parallels between old companies and skills and new ones—things to highlight for a recruiting agent or hiring manager. Maybe you've worked with clients in the media sector and have picked up great communication skills over the course of your career, or maybe there are specific personality traits that have played a role in your career so far, helping you reach success.

## LOOKING AT YOUR SKILLS, EDUCATION, AND INTERESTS, WHAT APPLICATIONS CAN YOU REACH FOR?

Forget about the job titles: here, it's more important to consider all of those personal skills and qualities. What applications could you serve, be good at, or be relevant for?

With a little self-reflection and creativity, it's completely possible to transfer your job skills and change your career field, even with little to no relevant experience. Be strategic about your transferable skills and experiences, and be explicit about the fact that you have the abilities to recycle yourself—and truly excel—in your new job.

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