

The following list of transferable skills is a great start to identifying and prioritizing your skills gained as a graduate student, postdoc, and through other experiences. Using the list below, check the box next to the skills you feel confident using. Then evaluate the checked skills and underline those that you enjoy doing daily.

Research & Information Management

Locate and assimilate new information rapidly, applicable to a given problem

Understand and synthesize large quantities of complex information

Design research instruments (e.g., surveys) and effectively analyze results

Develop organizing principles to effectively sort and evaluate data

Analysis & Problem Solving

Clearly define a problem and identify possible causes

Comprehend large amounts of information

Form and defend independent conclusions

Design an experiment, plan, or model that defines a problem, tests potential resolutions and implements a solution

Communication Skills – Written & Oral

Prepare concise and logically written materials, for different audiences in different contexts: from abstracts to book-length manuscripts

Edit and proofread

Organize and communicate ideas and complex information effectively in oral presentations to specialized and non-specialized audiences in small and large groups

Persuade others in both written and oral format using logical argument

Write effective grant and research proposals

Interpersonal & Leadership Skills

Facilitate group discussions or conduct meetings

Teach skills or concepts to others

Work effectively in teams, and collaborate on projects

Navigate complex or bureaucratic environments effectively

Diplomatically communicate and respond to positive or negative feedback

Motivate others to complete projects

Build consensus among groups or individuals (e.g., with your department/committee)

Effectively mentor subordinates and/or peers

Organization & Management

Manage a project or multiple projects from beginning to end
Identify and establish goals or tasks to be accomplished in a reasonable timeline

Organize and prioritize tasks

Anticipate possible challenges

Maintain flexibility in the face of changing circumstances

Supervision Skills

Evaluate others' performance (e.g., grade exams or papers)

Monitor or oversee the work of others in a lab or classroom, and provide feedback

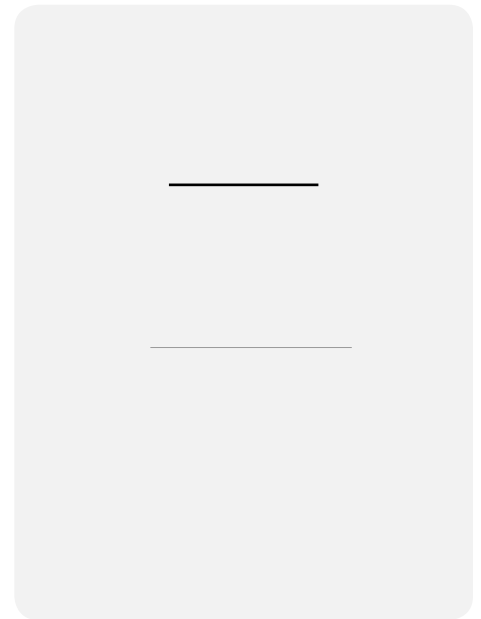
Self Management, Work Habits & Entrepreneurial Skills

Meet deadlines and manage competing priorities

Perform under pressure

Work independently

Acquire funding (e.g., write grant/fellowship proposals) and manage a budget



Do any of these fall under a particular skill category?