

# Graduate Student Transferable Skills

Transferable skills are the skills you have acquired during any activity in your life that are *transferable and applicable* to what you want to do in a particular position. As a graduate student, you have developed a wide range of skills that have prepared you for multiple career options after graduation. In the table below you will find a list of skills commonly developed through graduate study and suggestions for you to “think about” how you may have developed these skills through your experience.

<i>Skills/Competencies</i>	<i>Skills in this area include...</i>	<i>Think about...</i>
<b>Analytical Thinking</b>	<ul style="list-style-type: none"> <li>Understanding the whole of an issue by breaking it down into parts</li> <li>Applying reason and logical thinking to formulate a plan or solve a problem</li> <li>The ability to visualize, articulate and discover more efficient ways to perform a task</li> <li>Evaluating information to detect trends or patterns</li> <li>Using quantitative and statistical methods to solve or analyze a problem</li> </ul>	<p>...a time when you had to use logic or reason to solve a problem.</p> <p>...a time when you planned a budget for a student organization or project</p> <p>...a research project where you had to analyze data</p> <p>...courses you have taken that have strengthened your logic and reasoning skills.</p>
<b>Communication</b>	<ul style="list-style-type: none"> <li>The ability to clearly convey and receive messages</li> <li>The ability to transmit information between people and groups</li> <li>Reading, speaking, writing, editing, making presentations, and interpersonal relations</li> <li>Listening well and interpreting what you hear in an accurate manner</li> <li>Understanding non-verbal behavior</li> <li>Training and acquiring of a level of knowledge to present to researchers, faculty and industry leaders</li> <li>Accomplishing a task or carrying out an action in front of an audience</li> </ul>	<p>...a group experience that was successful due to your interpersonal relationships.</p> <p>...a presentation where you had to summarize, organize, and present information</p> <p>...a proposal you wrote to obtain funding for research or another project</p> <p>...a time when you had to persuade others to implement your idea</p> <p>...a teaching experience where you had to explain complex concepts</p> <p>...a poster presentation where you effectively communicated research through the use of visuals and text</p>
<b>Critical Thinking</b>	<ul style="list-style-type: none"> <li>Anticipating the consequences of a course of action</li> <li>Organizing your thoughts and articulating them in a concise and coherent manner</li> <li>Understanding the differences between reasoning and rationalizing</li> <li>Making sound judgments</li> <li>Assessing the validity of a situation, research, statement, or story</li> <li>The character to admit and learn from mistakes</li> </ul>	<p>...a time when you had to evaluate the course of a research project</p> <p>... a time when you reflected on your values before acting</p> <p>...articulating a response that is relevant, clear and accurate</p> <p>...reflecting on what is influencing your point of view</p> <p>...researching sources of information for a project</p>
<b>Initiative</b>	<ul style="list-style-type: none"> <li>Working without direction to complete a given task</li> <li>Focusing on resolving a problem as opposed to avoiding a problem</li> </ul>	<p>...a time you completed an assignment without a lot of direction</p> <p>...a time when you proposed/implemented a new idea, system or policy</p>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Motivating diverse people towards a common goal</li> <li>Delegating tasks to group members based upon skills/talents/experience</li> <li>Managing conflicts</li> </ul>	<p>...a volunteer project that you led</p> <p>...a course you took related to ethical behavior in science and engineering</p> <p>...a time you thought of a creative solution to resolve a conflict</p>

<i>Skills/Competencies</i>	<i>Skills in this area include...</i>	<i>Think about...</i>
<b>Project Management</b>	<ul style="list-style-type: none"> <li>Defining project goals and objectives and building consensus among stakeholders</li> <li>Identifying tasks that must be completed to accomplish objectives within a certain time frame or budget</li> <li>Determining resources needed to perform the tasks</li> <li>Developing plan to carry out tasks that considers task dependencies and resource availability</li> <li>Identifying issues and risks that threaten project success and taking measures to minimize impact</li> <li>Communicating project status effectively to all stakeholders</li> <li>Delegating tasks to group members based upon skills/talents/experience</li> </ul>	<p>...a class project where you worked with others to identify, plan, and carry out the tasks required to complete the assignment</p> <p>...a time when you created a timeline for accomplishing goals</p> <p>...an event you organized that required you to identify the component tasks, assign them to others, and ensured they were carried out according to plan and within a defined budget</p>
<b>Technical &amp; Design</b>	<ul style="list-style-type: none"> <li>The ability to properly define a problem or potential design opportunity through the use of research, interviews, and observations.</li> <li>Understanding a person's underlying need and translating that need into design specifications and requirements.</li> <li>The ability to iteratively evolve a design concept through, brainstorming, research, observation, and testing.</li> <li>Knowledge and experience with computer hardware, software, scientific laboratory equipment and/or multimedia equipment</li> <li>The ability to troubleshoot problems with a particular system or laboratory equipment</li> </ul>	<p>...a time when you solved an open-ended problem with clearly defined specifications.</p> <p>...a time when you identified an opportunity to improve a process or product.</p> <p>...a time when you made changes to a process or product based on feedback from people who use that process or product.</p> <p>...specific software programs or laboratory equipment you have worked with to complete coursework/research.</p> <p>...an experience where you trained others on the use of technology or equipment.</p>
<b>Research &amp; Development</b>	<ul style="list-style-type: none"> <li>Using knowledge and research from different areas to develop new products and applications</li> <li>Using tools specific to the area of research</li> <li>Ability to write scientific reports based on data collection and findings</li> <li>Evaluating and locating reports of prior findings related to the area of research</li> <li>Discovery of innovative approaches in science, technology and medicine</li> </ul>	<p>...your ability to search for sources in the library</p> <p>...a research project or literature review you submitted for a class requirement</p> <p>...your use of scientific laboratory equipment to analyze or code data</p> <p>...experience working as a research assistant in a faculty member's laboratory</p> <p>...experience conducting experiments</p> <p>...a class project that required you to design a prototype</p> <p>...being able to analyze and summarize data and write reports</p>
<b>Team &amp; Group Work</b>	<ul style="list-style-type: none"> <li>Providing support or encouragement to group members to accomplish a goal</li> <li>The ability to provide and receive constructive feedback</li> <li>Being reliable by following through on group tasks with minimal supervision</li> <li>Motivation to learn across personal and cultural differences</li> </ul>	<p>...group projects and presentations</p> <p>...your participation in a student organization</p> <p>...how your skills contributed to the overall success of a project</p> <p>...tasks on a job or internship that requires you to interact with others</p> <p>...recognizing common elements in team members and finding ways to be inclusive</p> <p>...challenging your assumptions or beliefs by learning what you don't know about another individual or group</p>